



# Transportation Information Center Public Works Certificate

Offered in cooperation with the Wisconsin Chapter of the American Public Works Association (APWA)

**The Public Works Supervisory Academy** certificate is composed of nine one-day courses (54 class hours in total). By earning the certificate, you have the opportunity to learn about and practice basic supervision and leadership skills in local public works organizations.

**The Public Works Management Institute** certificate is composed of 90 class hours total, including the nine courses in PWSA plus an additional 36 class hours that focus on more advanced management oriented courses. The PWMI is an APWA approved Public Works Institute. To enroll or get additional details about the PWSA and PWMI certificates, go to [interpro.wisc.edu/tic/public-works-certificates](https://interpro.wisc.edu/tic/public-works-certificates).

You may enroll in individual classes without enrolling in the Academy or Institute. Students may take Academy and Institute courses in any order, however, the capstone course cannot be taken until all other courses have been completed. No academic experience is required to participate in either program.

## About TIC

The Transportation Information Center (TIC) provides training, technical materials, and assistance to local agencies in Wisconsin and is part of the National Local Technical Assistance Program. The TIC is operated by the University of Wisconsin-Madison and sponsored by the Wisconsin Department of Transportation and the Federal Highway Administration.

## Upcoming Courses

### Leadership Skills for Supervisors

**September 7, 2023 | In-person 8:30 a.m.-3:30 p.m.**

**In-Person | UW-Fond du Lac**

**Instructor: Jeff Russell**

Learn about theories of leadership and examine issues, challenges, opportunities, and strategies for transitioning into a supervisory leadership role. (Course# D101 Fee: \$150.00)

### Local Government Fundamentals

**September 28 and October 5, 2023**

**Online 8:30 a.m.-11:30 a.m.**

**Instructors: Bryan Gadow and Ben Jordan**

Examining how the powers and structures of Wisconsin towns, villages, cities, and counties, and their relationships to the state set the framework for local service finance and service delivery. (Course# D102 Fee: \$150.00)

### Fundamentals of Public Works Operations

**October 3, 5, 17, 18, 2023**

**Online 8:30 a.m.-11:30 a.m.**

**Instructor: Ben Jordan**

Focus on managing the range of services in a public works department, including current operational issues. Each student will make a short presentation and lead a relevant Public Works operations topic that they identify during the course topic of their choice. (Course# D103 Fee: \$335.00)

### Management Assessment for Personal Planning and Development

**October 4 and October 5, 2023**

**Online 9:30 a.m. – 11:30 a.m.**

**Instructor: Tina Hallis**

(Offered in partnership with the Division of Continuing Studies, registration closes September 29, 2023) Use the DiSC® assessment instrument to build self-awareness and explore the many facets that shape the way we see our world and function at work. Develop specific strategies to adapt and respond to others for more effective interactions and management styles would be the most effective for these interactions. (Fee: \$359.00 for TIC students)

### Fearless Performance Management

**November 7, 2023**

**In-person 8:30 a.m.-4:30 p.m.**

**Grainger Hall, UW-Madison**

**Instructor: Jeff Russell**

(offered in partnership with UW-Madison Small Business Development Center)

This class presents a model for managing employee performance and provides you with specific tools you can use to set performance goals, document performance, maintain ongoing communication, manage performance, conduct performance reviews, and develop performance improvement plans. (Fee: \$215.00 if you register using code PERFORMANCE2023)

### **Purchasing and Inventory Control**

**November 8 and November 9, 2023**

**Online 8:30 a.m.-11:30 a.m.**

**Instructor: Mike Daun**

Learn about government techniques, with a focus on construction-related contracting, including Wisconsin State Statutes related to public works purchasing. (Course# D104 Fee: \$150.00)

### **Municipal Engineering Fundamentals for Non-Engineers**

**November 14 – 15, 2023**

**In-person 8:00 a.m.-5:00 p.m. both days**

**Madison Concourse Hotel and Governor's Club**

**Instructors: David Barber and Ben Jordan**

(offered in partnership with UW-Madison Interdisciplinary Professional Programs)

Learn about basic engineering concepts and methods used by public works engineers to design, construct, operate, and maintain municipal infrastructure.

PWMI participants can contact [tic@interpro.wisc.edu](mailto:tic@interpro.wisc.edu) for a discount.

(Course# D105 Fee: \$335.00 by approved TIC Scholarship.

Request TIC Scholarship at [tic@interpro.wisc.edu](mailto:tic@interpro.wisc.edu))

### **Advanced Communication Skills**

**November 28-29, 2023**

**Online 8:30 a.m.-11:30 a.m.**

Improve communication skills in one-on-one and public-facing situations, making formal presentations, and speaking with the media. (Course# D106 Fee: \$150.00)

### **Human Resources (HR) Basics for Non-HR Professionals**

**November 30, 2023 | In-person 8:30 a.m.-4:30 p.m.**

**Grainger Hall, UW-Madison**

**Instructor: Brittany Hanson, MBA, PHR**

(offered in partnership with UW-Madison Small Business Development Center)

Gain awareness of common human resources issues encountered by supervisors and managers and learn how to effectively address issues and comply with employment related laws.

(Fee: \$195.00 if you register using code HRBASICS2023)

**For more information and to enroll, visit**

**[interpro.wisc.edu/tic/public-works-certificates](https://interpro.wisc.edu/tic/public-works-certificates).**

## **General Information**

See individual course pages for schedules and more information.

If you are new to the public works certificate program start by enrolling in PWSA/PWMI Certificate Enrollment at D100. After this registration is complete, we will send you the two textbooks being used during the series of courses. *Public Works Administration: Operations* and *Public Works Administration: Supervision and Management*.

If you are a continuing student please see each individual course listing at: [interpro.wisc.edu/public-works-certificates](https://interpro.wisc.edu/public-works-certificates) or call 800-462-0676.

### **APWA Reimbursement**

Municipal employee members of APWA Wisconsin Chapter may be eligible for a partial tuition reimbursement. For more information visit [wisconsin.apwa.net/PageDetails/7481](https://wisconsin.apwa.net/PageDetails/7481).

### **Earn Continuing Education Credit**

By participating in all fall 2023 courses, you will earn 6 Professional Development Hours (PDH) or 0.6 Continuing Education Units (CEU) per course.

### **Enroll now at**

[interpro.wisc.edu/tic/public-works-certificates](https://interpro.wisc.edu/tic/public-works-certificates)  
or call 800-462-0876

### **Cancellation**

If you cannot attend, please notify us seven days in advance, and we will refund your fee. Cancellations received after this date and no-shows are subject to a \$20 administrative fee per course. You may enroll a substitute at any time before the course starts.

### **For More Information**

Call TIC toll free at 800-442-4615 or visit our website at [interpro.wisc.edu/tic/public-works-certificates](https://interpro.wisc.edu/tic/public-works-certificates).

### **If you have additional questions contact:**

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