

ITEM 6
MANAGER'S REPORT NO. 22
COUNCIL MEETING 78 03 20

RE: CANADIAN MANAGEMENT CENTRE COURSE
ON MANAGING THE ACCOUNTING DEPARTMENT
1978 APRIL 3-5 - BAYSHORE INN, VANCOUVER

The following is a report from the Municipal Treasurer re the above.

RECOMMENDATION:

1. THAT the Comptroller of Accounting attend the three day course on Managing the Accounting Department, sponsored by the Canadian Management Centre in Vancouver on 1978 April 3-5.

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TO: MUNICIPAL MANAGER
FROM: MUNICIPAL TREASURER
SUBJECT: CANADIAN MANAGEMENT CENTRE COURSE
ON MANAGING THE ACCOUNTING DEPARTMENT
1978 APRIL 3-5 - BAYSHORE INN, VANCOUVER

1978 March 15

File: P18-1

Our Comptroller of Accounting, Mr. Nicholas Bohan, has been on staff since 1975 August. He is a Chartered Accountant and holds a degree in Civil Engineering. His skills as an accountant are excellent but other than the two and one-half years spent with us, has had no experience or training in management techniques. He has participated in the Supervision courses held in-house. However, we believe his management skills can be better honed by exposure to management courses in the field in which he is employed; - Accounting. The Training and Development Co-ordinator has examined the several courses offered and recommends the one put on by the Canadian Management Centre. A copy of the curriculum is attached. The tuition fee is \$520.00. While this is expensive, it is not at all unusual for this kind of course nowadays. As the cost exceeds \$350.00, the approval of Council must be obtained.

This is not to say that Mr. Bohan is not doing an excellent job. He is. However, he has the capability of doing an even better job and we believe that carefully selected courses of training will help him to do so.

Funds are available in the budget for External Training.

RECOMMENDATION:

1. THAT the Comptroller of Accounting attend the three day course on Managing the Accounting Department, sponsored by the Canadian Management Centre in Vancouver on 1978 April 3-5.

B. Stelmach
MUNICIPAL TREASURER

BM:ah
Attach.

CMC's Course on Managing the Accounting Department

This course could save a first-rate accountant from becoming a second-rate accounting manager!

This "how-to" course covers every vital aspect of accounting management, including organization and staffing... salary administration... effective communication with personnel, and much, much more!

- Hear how experts set up time-saving, money-saving management systems.
- Learn how they fully utilize their accounting staffs.
- Discover simple, practical ways to motivate your staff... and set realistic performance standards.
- Develop the crucial skills and techniques you need to get the most from personal interviews, conferences, and meetings with key management.

April 3-5, 1978/Bayshore Inn, Vancouver
3-day course starts Monday, 9:30 a.m.,
ends Wednesday, 4:00 p.m.

Course Leader

DENNY WILLIAMSON, Management Consultant, Peterborough, Ontario

1.9 CEU's awarded.

Who should attend - Newly promoted or established accounting managers

Course Outline:

Managing Your Job and Your Career: Skills You Need To Promote Self-Development and the Growth of Your Subordinates.

How to Manage Your Time: Strategies to Avoid Time Traps - To Get More Done Without Working Longer.

Working With People: Techniques to Get the Best Performance From Your Staff, By Creating a Motivating Atmosphere.

Delegating Responsibilities to Your Staff: Proven Ways to Save Your Own Time for the Toughest Assignments.

Getting Your Message Across to Others: How to Become an Effective Communicator Through Better Speaking, Listening and Writing.

Performance Standards: A Step-by-Step Guide on How to Develop and Administer a Programme for Your Department.

Measuring the Progress of Individuals in Your Department: Pinpointing Problems and Suggesting Improvements, Including a Close Look at Appraisal Interviews.

Problem-Solving and Decision-Making: A Positive Approach to the Task.

Developing Your Staff: Using Coaching and Counseling to Develop Managerial Talent in Others... Handle Employees' Personal Problems... and Work With the Semi-Productive Employee.

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