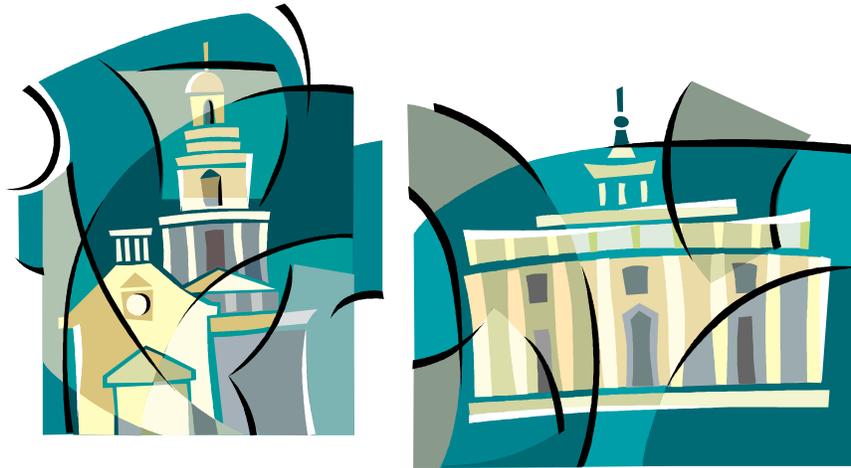


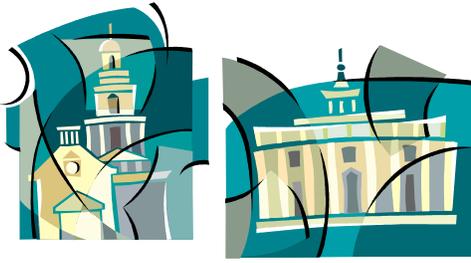
# Off-the-Shelf Resources for Local County Board Trainings

Created by the UW-Extension CNRED Program Area's  
Local Governance and Finance Team

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--Getting Started--



## Off-the-Shelf Resources for Local County Board Trainings --Getting Started--

Before you get started on designing a local county board training consider the following questions:

1. **Who is your target audience?** If you are solely targeting newly elected county board supervisors, you may have a small audience for your training. This will affect the format of your training. Consider including continuing supervisors as part of your target audience. It is useful for these individuals to brush up on skills and information.
2. **What should you do if you are not confident in your knowledge of the topics covered in a county board training?** Contact county colleagues who have offered local county board trainings, and contact specialists at the Local Government Center. Also consider attending the Local Government Center's County Officials Workshop offered near your county.
3. **What format should you consider for the training?** There are a variety of formats that you can use to offer local county board trainings. The most obvious is to hold a workshop at which a variety of skills and educational topics are addressed. In some counties this format is not well-attended and the approach has been to give shorter (15-20 minute) educational presentations at monthly county board meetings.
4. **Where can county supervisors get this training if you do not offer it locally?** The UW-Extension Local Government Center holds County Officials Workshops (COWS) at six sites around the state, in May of even years. The morning program typically covers core competencies such as open meetings and budgeting, and the afternoon focuses on current specific topics (i.e. capital improvement projects). Your county may have a history of attendance at these workshops. You are encouraged to market these workshops even if you hold a local county board training, as they will give supervisors an opportunity to further explore topics you may introduce to them. The Local Government Center also offers WisLine audioconferencing programs throughout the year on a number of specific topics. These programs are typically broadcast at your local county UW-Extension office, and they allow individuals to gain more in-depth knowledge on a topic. They are also a good opportunity to educate a supervisor that may have been appointed outside of the two-year election cycle.

5. **Who should you involve in offering a local county board training?** As with all of your educational programming, consider multiple resources for teaching. Because the Local Government Center offers the County Officials Workshops, specialists will not typically come to your county and teach a topic in the Spring of the county board election year. If you offer a program outside of that election cycle, specialist may be available to do direct teaching. Also consider local experts, county department heads (i.e. finance director, corporation counsel), and state experts (i.e. Wisconsin Taxpayer's Alliance). In addition, veteran board members can provide a wealth of knowledge as part of a local county board training.
  
6. **What topics should you cover as part of a local county board training?** Most county board trainings cover basic skills and core competencies necessary for a county board supervisor to be effective in their elected role. The topics typically covered include, structure and organization of county government, open meetings and open records laws, parliamentary procedure, and basics of county finance. The first step in identifying the appropriate topics is to clearly identify the intended outcomes and learning objectives for the training.