

# Municipal Training Schedule Feb-June 2022

All programs are from 10am – 12pm. You can sign in at 9:45am.  
Each Webinar costs **\$75.00** and is worth **2 CEU's**.

- Feb 24 Municipal Clerk Duties: The Whole Story (**Professional Dev**)
- Mar 7 Budgeting for Success (**Finance**)
- Mar 11 Integrity and Management of the NJ Election Process (**Elections**)
- Mar 14 Strengthening Municipal Communication (**Professional Dev**)
- Mar 24 Overview of Municipal Licensing (**Licensing**)
- Apr 4 Snapshot on Reading the Annual Audit (**Finance**)
- Apr 11 Dealing with Difficult Behaviors (**Professional Dev**)
- Apr 22 Keeping Track of Everything Before a Disaster Occurs (**Records**)
- Apr 25 Municipal Ethics Awareness (**Ethics**)
- Apr 26 Understanding the Open Public Records Act (**Records**)
- May 5 Electronic Filing Systems (**Information Technology**)
- May 11 Working with Generation XYZ (**Professional Dev**)
- May 19 Role of Muni Clerk & Interaction with Purchasing Agent (**Finance**)
- May 24 Advanced Licensing and Permits (**Licensing**)
- Jun 13 Respecting the Individual: Preventing Sexual Harassment (**Ethics**)
- Jun 16 Managing the NJ Election Process (**Elections**)

Participants may register by emailing:

**debbie@trainingunlimitedusa.com** and include:

Your Name

Date and Title of Program

Your Title

Your Municipality

Phone Number

Email Address

Your Name as you would like printed on your certificate