

## Training Unlimited Zoom Training Schedule August – December 2022

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

Date	Program
Aug 4th	Basics of Public Procurement <b>(Finance)</b>
Aug 23rd	Records Management & OPRA <b>(Records)</b>
Sep 13th	Leadership Traits for Municipal Employees <b>(Professional Dev.)</b>
Sep 15th	Integrity and Management of NJ Election Process <b>(Elections)</b>
Sep 20th	Working with your Municipal Alcohol Board <b>(Licensing)</b>
Sep 22nd	Role of Municipal Clerk & Interaction with Purchasing Agent <b>(Finance)</b>
Sep 27th	Electronic Filing Systems <b>(Information Technology)</b>
Sep 28th	Managing Stress in the Municipal Environment <b>(Professional Dev.)</b>
Oct 6th	Keeping Track of Everything Before a Disaster Occurs <b>(Records)</b>
Oct 12th	Advanced Licensing & Permits <b>(Licensing)</b>
Oct 14th	Municipal Clerk Duties: The Whole Story <b>(Professional Dev.)</b>
Oct 18th	Municipal Ethics Awareness <b>(Ethics)</b>
Oct 25th	Managing Elections: Smoothly, Fairly, and Effectively <b>(Elections)</b>
Oct 27th	Refresher on Municipal Finance <b>(Finance)</b>
Nov 3rd	Strengthening Municipal Communication <b>(Professional Dev.)</b>
Nov 29th	Snapshot on Reading the Annual Audit <b>(Finance)</b>
Dec 1st	Ethics: Doing the Right Thing When No One is Watching <b>(Ethics)</b>
Dec 6th	Understanding OPRA <b>(Records)</b>
Dec 7th	Cyber Security and Communication <b>(Information Technology)</b>
Dec 14th	Budgeting for Success <b>(Finance)</b>
Dec 15th	Licensing Essentials for Municipal Clerks <b>(Licensing)</b>

Participants may register by emailing [debbie@trainingunlimitedusa.com](mailto: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