

Training Unlimited Zoom Training Schedule January – June 2023

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.

Program

Jan 25 Dealing With Difficult Behaviors **(Professional Dev.)**
Jan 31 Records Management & OPRA **(Records)**
Feb 2 The ABC's of Retail Licensing **(Licensing)**
Feb 16 Municipal Clerk Duties: The Whole Story **(Professional Dev.)**
Feb 28 Refresher on Municipal Finance **(Finance)**
Mar 8 Municipal Ethics Awareness **(Ethics)** – **CLASS FULL**
Mar 14 Understanding OPRA **(Records)**
Mar 29 Budgeting for Success **(Finance)**
Mar 30 Managing the NJ Election Process **(Elections)** – **CLASS FULL – see 6/22**
Apr 12 Leadership Traits for Municipal Employees **(Professional Dev.)**
Apr 19 Snapshot on Reading the Annual Audit **(Finance)**
Apr 27 Overview of Municipal Licensing in NJ **(Licensing)**
May 3 Providing Exceptional Customer Service **(Professional Dev.)**
May 9 Engaged Employees Create Successful Municipalities **(Prof. Dev.)**
May 11 Role of Municipal Clerk & Interaction with Purchasing Agent **(Finance)**
May 17 Basics of Public Procurement **(Finance)**
May 23 Managing Stress in the Municipal Environment **(Professional Dev.)**
Jun 6 Conducting a Challenging Conversation **(Professional Dev.)**
Jun 8 Licensing Essentials for Municipal Clerks **(Licensing)**
June 13 Ethics: Doing the Right Thing When No One is Watching **(Ethics)**
Jun 14 Property Tax Sales **(Finance)**
Jun 22 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