PRESENTATION SUMMARY

Program Title: BASIC EMPLOYMENT LAW FOR MUNICIPAL OFFIC

Course Number: 103

Presenter: NANCY PIRKEY

Location: KI CONVENTION CENTER

Date(s): 07-09-2012 8:00-12:00

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<td>5. The instructor responded effectively to questions and comments. (N=54)</td>
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<td>10. The overall course met my expectations. (N=53)</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………………………… 4.41

2. The instructor’s teaching methods contributed significantly to my learning…. 4.61

3. The instructor was knowledgeable of the subject matter……………………… 4.88

4. The instructor was well organized and presented the material  without hesitation
   …………………………………………………………………………………………………… 4.85

5. The instructor responded effectively to questions and comments……………… 4.77

6. The instructor explained points clearly and used good examples……………… 4.75

7. When appropriate the instructor promoted interaction among participants….. 4.71

8. The instructor respected different viewpoints……………………………………… 4.6

9. There was adequate time given for discussion and questions ………………… 4.15

10. The overall course met my expectation……………………………………………… 4.73
Most valuable aspects of this session:
Employee handbook.
Wage and hour issues.
Expected this to be dull but was very informative overall.
Handbook discussion.
She was a very professional and engaging as an instructor.

Suggestions for improvement:
Very important topic but not enough time. Needs to be a whole day. Too much information given without enough clear explanation.
This subject matter could almost be split into multiple classes. LOTS of information – and some not easy to understand fully in the time allotted.
The instructor should stand so she is not facing one side of the room. Unless asked a question from other side, she only speaks to one side of the room.
Hard for us smaller municipalities to relate to the subject.
Provide links to sample policies and an employee handbook.

Additional comments:
More time needed for this subject.
Would love to have as a full-day session.
Nancy Pirkey is great. Love this class.
It would be nice to have a training on union contracts and negotiations.
Very good and interesting!
Possibly an elective class and FMLA on specific legal issues.
Nancy is an excellent instructor on this topic. Keeps it interesting.
Nancy is a great presenter.
Loved it! Great speaker!
This room was TOO COLD! Even a sweater and a blanket kept me warm.
Any free advice from an attorney is always appreciated! 😊
# PRESENTATION SUMMARY

## Program Title: TIME MANAGEMENT: RELIEVING YOUR STRESS

### Course Number: 109

### Presenter: JOHN MOZINGO

### Location: KI CONVENTION CENTER

### Date(s): 07-09-2012 12:45-5:00

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ITEM MEANS

1. The subject matter presented was useful to me.......................... 4.72
2. The instructor’s teaching methods contributed significantly to my learning... 4.73
3. The instructor was knowledgeable of the subject matter.................. 4.85
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.87
5. The instructor responded effectively to questions and comments........... 4.83
6. The instructor explained points clearly and used good examples............. 4.91
7. When appropriate the instructor promoted interaction among participants... 4.89
8. The instructor respected different viewpoints.................................... 4.89
9. There was adequate time given for discussion and questions............... 4.86
10. The overall course met my expectation........................................... 4.81
Most valuable aspects of this session:
All of it.
He was excellent.
Great speaker – dynamic and engaging as well as educational! Please have him back!
Speaker kept my attention and brought things into a level that was understandable.
Handouts.
To do lists.
Not so many stories.
Many things John said – I got goose bumps. Very good.
Fantastic instructor. Extremely entertaining but still got the points across.

Suggestions for improvement:

Additional comments:
Very entertaining presenter.
Best class. Love it. He was great.
Loved it!
Very good instructor.
Very valuable session!
Very valuable topic!
Best class ever!
Room was TOO cold! Come on… this is wrong!
Awesome instructor!
Great humor!!
Very pertinent and absolutely wonderful!
Spoke to keep your attention.
Excellent teacher and session. Kudos!
Exceptional and outstanding!
John is the perfect instructor for this topic.
Program Title: MULTI-JURISDICTIONAL AGREEMENT

Course Number: 114

Presenter: TIM HANNA

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 8:00-10:00

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<th>% Strongly Disagree</th>
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ITEM MEANS

1. The subject matter presented was useful to me…………………… 4.42
2. The instructor’s teaching methods contributed significantly to my learning…. 4.31
3. The instructor was knowledgeable of the subject matter………………. 4.79
4. The instructor was well organized and presented the material without hesitation …………………………………………………………………..…… 4.59
5. The instructor responded effectively to questions and comments………… 4.71
6. The instructor explained points clearly and used good examples……………. 4.73
7. When appropriate the instructor promoted interaction among participants….. 4.67
8. The instructor respected different viewpoints…………………….. 4.79
9. There was adequate time given for discussion and questions ………….. 4.67
10. The overall course met my expectation……………………………… 4.55
Most valuable aspects of this session:
Great ideas and suggestions - and they’re backed up with successful evidence.
Lists of examples for areas of mutual agreements.
Got discussion going as it relates to your municipality.
Good examples.
Handouts and examples.
Tim was inspirational and thought-provoking. Great speaker on the subject.
Gave very good examples.

Suggestions for improvement:
More examples.

Additional comments:
Very interesting.
Very informational.
Excellent.
I have good ideas to bring back for discussion.
Very valuable! Thank you.
Nice recovery after adding T3’s to class – a little short on handouts because of this.
Very well spoken.
Excellent class – Great subject! Tim Hanna – A visionary!
Was an excellent alternative to our canceled class.
Smart man, great to listen to.
Great.
# PRESENTATION SUMMARY

Program Title: GOING PAPERLESS IS EASIER THAN YOU THINK

Course Number: 117

Presenter: SUSAN FREIHEIT

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 10:10-12:00

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ITEM MEANS

1. The subject matter presented was useful to me…………………… 3.28
2. The instructor’s teaching methods contributed significantly to my learning…. 3.13
3. The instructor was knowledgeable of the subject matter………………… 4.06
4. The instructor was well organized and presented the material without hesitation
                                                                                     …………………………………………………………………..……. 3.83
5. The instructor responded effectively to questions and comments…………… 4.03
6. The instructor explained points clearly and used good examples……………… 3.67
7. When appropriate the instructor promoted interaction among participants….. 3.84
8. The instructor respected different viewpoints…………………………………… 3.99
9. There was adequate time given for discussion and questions ………………. 4.33
10. The overall course met my expectation……………………………………… 3.07
**Most valuable aspects of this session:**
E-Packets.
Great idea for future. Good subject to continue for future classes.
Gave us many options and pricing.

**Suggestions for improvement:**
This course was not meant for small towns and villages.
More helpful to have current system for the demonstration rather than a ten year old system.
Many new features exist within document Management Software packages, including work flow applications.
Have a vendor/clerk co-teach the class to show actual benefits in order to “sell” idea to clerks.
Not too relevant for us as a very small community.
Should use more current materials.
More up-to-date options. Consider some of the questions that may arise versus focus on what you are doing. Not a very engaging speaker - monotone and hard to follow.

**Additional comments:**
Did not realize this would be about high cost computer systems. Our village tries to cut costs and not spend money especially on computer systems as high cost as this. Many clerks felt the same. Also no time for all this.
Difficult idea to “sell” to older boards. With time will probably become the “norm.” Cost is an issue.
We already do this.
Not a great presenter. Good information but…
Most of this course was already known material among the clerks in our class.
Material was very dated and not useful.
I believe we had a paperless class already.
# PRESENTATION SUMMARY

**Program Title:** FRAUD  
**Course Number:** 121  
**Presenter:** JODI DOBSON  
**Location:** KI CONVENTION CENTER  
**Date(s):** 07-10-2012 12:45-2:45

<table>
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<th>% Strongly Agree</th>
<th>% Agree</th>
<th>% Somewhat Agree</th>
<th>% Disagree</th>
<th>% Strongly Disagree</th>
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<tr>
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<td>6. The instructor explained points clearly and used good examples. (N=37)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=37)</td>
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<td>8. The instructor respected different viewpoints. (N=36)</td>
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<td>9. There was adequate time given for discussion and questions. (N=36)</td>
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ITEM MEANS

1. The subject matter presented was useful to me……………………………….. 4.62
2. The instructor’s teaching methods contributed significantly to my learning…. 4.49
3. The instructor was knowledgeable of the subject matter………………………… 4.86
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................... 4.81
5. The instructor responded effectively to questions and comments……………… 4.76
6. The instructor explained points clearly and used good examples……………… 4.75
7. When appropriate the instructor promoted interaction among participants…… 4.58
8. The instructor respected different viewpoints…………………………………… 4.55
9. There was adequate time given for discussion and questions………………….. 4.75
10. The overall course met my expectation…………………………………………. 4.62
Most valuable aspects of this session:
She was very organized and brought to light issues I hadn’t even considered. Great speaker!
Handouts and examples/illustrations.
Lots of good information.

Suggestions for improvement:
Never received a break.
Be nice to have a break. 😊

Additional comments:
I walked in naïve and now I’m paranoid!
Very valuable speaker and class!
Instructor very knowledgeable. Good class.
Very good. Great teacher.
Great information!
Didn’t have a break, so missed some parts of the discussion.
Good information.
Jodi knows her stuff – presented it very well.
PRESENTATION SUMMARY

126

Program Title: STREAMLINING & SAVING IN THE CLERK'S JOB

Course Number: 126

Presenter: DEBBIE GALEAZZI & KAREN WEINSCHROTT

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 3:00-5:00

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<td>8. The instructor respected different viewpoints. (N=55)</td>
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<td>9. There was adequate time given for discussion and questions.  (N=55)</td>
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<td>10. The overall course met my expectations. (N=54)</td>
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<td>Somewhat Agree</td>
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ITEM MEANS

1. The subject matter presented was useful to me................................. 4.12
2. The instructor’s teaching methods contributed significantly to my learning… 4.16
3. The instructor was knowledgeable of the subject matter...................... 4.63
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.08
5. The instructor responded effectively to questions and comments........... 4.51
6. The instructor explained points clearly and used good examples............ 4.51
7. When appropriate the instructor promoted interaction among participants..... 4.31
8. The instructor respected different viewpoints.................................... 4.48
9. There was adequate time given for discussion and questions ............... 4.4
10. The overall course met my expectation.......................................... 3.93
Most valuable aspects of this session:
Dynamic presenters.
Love all of the handouts and examples.
Handouts and examples of doing own liquor and operators licenses.
Templates, model policies.
Some suggestions for change, I may be able to use.
Tips to save time.
Great ideas and the iPad for the board!
Karen and Debbie are very knowledgeable clerks and put forth a lot of useful ideas, especially paperless and using iPads as well as combination licenses.
Best practices – thoughtful – thanks!!
I like the estimated costs for special event permit. Wish class could be split.

Suggestions for improvement:
None – they are great!
Not all of us are from large communities but rather one-person offices. Be nice to have input from smaller areas too. Cleaning outhouses vs developer agreements.
Did not apply to my small office or board.
Presenter got way off track with liquor licenses, etc. Should have controlled the number of questions.
Too much time going over subject matter presented in previous classes. Example: paperless and liquor licensing. Expected more tips to do the job more efficiently.
Difficult to find materials presented in packet.
Either change the name of this course or stress the fact that this class is intended for large municipalities. The material is mostly irrelevant for smaller municipalities.
Save questions for the end of each section – didn’t finish.
More on different topics – liquor was interesting but it took a long time. Would have liked to talk about more tips.
This should be a four hour session so we have more time to interact and discuss “How-To.”
“Shared drive” – (dropbox?) Who owns the records? Worry about public record ownership.
iPads – love the idea, would love your policy on their use to prevent emails between board members during or outside meetings (non-public meeting or walking quorum)
2nd hand dealer – do you have separate form for entities licensed in other WI municipalities?
Stay on track. Not a liquor licensing class.

Additional comments:
Very great class.
Thanks for the candy!
I think it’s hard to do a class on streamlining for towns, villages and cities. Just because the overall processes and limitations are different. Overall very good material.
Informative.
This was not an alcohol licensing class.
# PRESENTATION SUMMARY

Program Title: BUILDING MORE COLLABORATION IN YOUR MUNI

Course Number: 128

Presenter: KARL NOLLENBERGER

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 3:00-5:00

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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=37)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=36)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=37)</td>
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ITEM MEANS

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2. The instructor’s teaching methods contributed significantly to my learning.... 4.47
3. The instructor was knowledgeable of the subject matter......................... 4.89
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................... 4.81
5. The instructor responded effectively to questions and comments................. 4.69
6. The instructor explained points clearly and used good examples.................. 4.63
7. When appropriate the instructor promoted interaction among participants..... 4.61
8. The instructor respected different viewpoints........................................... 4.7
9. There was adequate time given for discussion and questions ................. 4.33
10. The overall course met my expectation................................................ 4.54
Most valuable aspects of this session:
Very interesting to learn about my style.
Finding out own personality traits and learning how others think.
I loved the personal evaluation. Very true.
Workshop and self-analysis.

Suggestions for improvement:
Maybe have a bit more time.
Needs to be a four hour session.
This could have been a longer session.

Additional comments:
Great self-analysis. Had issues opening attachments that were emailed. Would have been nice to know sooner than July 5. Good speaker.
This was a great class. Thank you!
Interesting class. Enjoyed it.
Very good and informative course.
Awesome!! 😊
This was very helpful! Great information handed out! Going back to quiz the office 😊
Great class. Thank you.
Interesting – useful.
### PRESENTATION SUMMARY

Program Title: BREAKING DOWN SILOS AND WORKING TOWARDS

Course Number: 129

Presenter: ANDY PEDERSON & ALEX HENDERSON

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 3:00-5:00

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**Most valuable aspects of this session:**
Very useful within my municipality.
Learning to work together with everyone to achieve a common goal and better the community.
Very valuable suggestions to create a cohesive governmental unit – and break down silos.

**Suggestions for improvement:**

**Additional comments:**
Good information. The presentation was a bit scattered – hard to follow PowerPoint.
Very personable speakers. Kept my interest.
Good presentation, but not enough suggestions on how to implement the change. Very good idea, hard to visualize my town board allowing this to happen.
Extremely well organized!
Program Title: ETHICS AND CONFLICTS OF INTEREST

Course Number: 134

Presenter: PHILIP FREEBURG

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 8:00-10:00

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8. The instructor respected different viewpoints…………………………………… 4.82
9. There was adequate time given for discussion and questions…………………. 4.53
10. The overall course met my expectation……………………………………….. 4.67
Most valuable aspects of this session:
Love the interaction. Fun quizzes. Learned a lot – thanks!
Examples.
Class interaction!
Great information. Good speaker. Good examples.
I like the “clickers.” The scenarios help the points hit home.

Suggestions for improvement:

Additional comments:
Great presenter – excellent material.
I enjoyed using the clickers to encourage participation.
Awesome teacher.
PRESENTATION SUMMARY

Program Title: LIABILITY OF LOCAL GOVERNMENTS & OFFICIA

Course Number: 135

Presenter: PHILIP FREEBURG

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 10:10-12:00

<table>
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<tbody>
<tr>
<td>Strongly Agree</td>
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<td>Strongly Disagree</td>
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<tr>
<td>1. The subject matter presented was useful to me. (N=52)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=52)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=52)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=52)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=52)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=50)</td>
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<td>9. There was adequate time given for discussion and questions. (N=51)</td>
<td>61</td>
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<td>56</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me........................................ 4.58
2. The instructor’s teaching methods contributed significantly to my learning…. 4.5
3. The instructor was knowledgeable of the subject matter......................... 4.83
4. The instructor was well organized and presented the material without hesitation ................................................................. 4.79
5. The instructor responded effectively to questions and comments.............. 4.67
6. The instructor explained points clearly and used good examples............... 4.61
7. When appropriate the instructor promoted interaction among participants..... 4.52
8. The instructor respected different viewpoints......................................... 4.59
9. There was adequate time given for discussion and questions .................... 4.49
10. The overall course met my expectation...................................................... 4.52
**Most valuable aspects of this session:**
Liability of local government.
Knowledge of the instructor!
Information very useful, extra handouts very useful.

**Suggestions for improvement:**
Too deep! Good information – but way too much to absorb. Great instructor, but again – too much. I’ll rely on legal counsel rather than my memory!
Perhaps a bit too detailed for the level of knowledge we need for liability. He could have generalized a bit more.
Would like to have all copies of slides in PowerPoint presentation, missed some good information because I couldn’t write it all down.

**Additional comments:**
Typical lawyer(s) but enjoyable at best. Lots of information for just two hours.
Good carry over from the earlier AM class. Informative. Excellent speaker.
Very good session.
The room is too cold, it can be hard to concentrate when it’s not warm enough.
# Presentation Summary

Program Title: IMPROVE OFFICE EFFICIENCY BY MAXIMIZING

Course Number: 140

Presenter: JENNIFER HANA

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 1:00-5:00

<table>
<thead>
<tr>
<th>Question</th>
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<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=38)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=38)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=38)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=38)</td>
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<td>8. The instructor respected different viewpoints. (N=37)</td>
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<td>9. There was adequate time given for discussion and questions. (N=38)</td>
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<tr>
<td>10. The overall course met my expectations. (N=37)</td>
<td>95</td>
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</tbody>
</table>
ITEM MEANS

1. The subject matter presented was useful to me........................................ 4.83
2. The instructor’s teaching methods contributed significantly to my learning.... 4.87
3. The instructor was knowledgeable of the subject matter.......................... 4.92
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.84
5. The instructor responded effectively to questions and comments.............. 4.92
6. The instructor explained points clearly and used good examples............... 4.95
7. When appropriate the instructor promoted interaction among participants..... 4.92
8. The instructor respected different viewpoints........................................... 4.95
9. There was adequate time given for discussion and questions.................... 4.92
10. The overall course met my expectation.................................................. 4.95
Most valuable aspects of this session:
All of it.
All the great examples. Being able to do “hands on” work helped a ton!
Working in real time was great!
Refresher!
Learn new tasks.
Hands on use of the computer. Take home hand out – valuable resource.
She was very bubbly. Very refreshing.
All of it – PowerPoint, Excel.
The information to take back to work to use as a reference.

Suggestions for improvement:
More on Excel.
Treats is like we’re five.

Additional comments:
Very good instructor.
Perfect instructor! Very knowledgeable.
Fun teacher!
Best class so far!
Excellent job! Review of some things and learned new changes.
Very informative! Great teacher.
I thought I knew a lot about computers, but I sure leaned a lot! The best class I’ve had this year.
Fun! Loved it! Great information!
Thank you for your time. Great points!
This was an awesome class! Very valuable information!
Great class – great instructor!
Good.
Good candy.
Very informational. Will be using my packet.
Thanks for the chocolate!
She was great and energetic and fun!
Course was good, but hard to teach different levels of knowledge in one group.
**PRESENTATION SUMMARY**

Program Title: FORECASTING

Course Number: 141

Presenter: CRAIG MAHER

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 1:00-5:00

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<tr>
<td><strong>Strongly Agree</strong></td>
<td><strong>Agree</strong></td>
<td><strong>Somewhat Agree</strong></td>
<td><strong>Disagree</strong></td>
<td><strong>Strongly Disagree</strong></td>
</tr>
<tr>
<td>1. The subject matter presented was useful to me.  (N=19)</td>
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<td>32</td>
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<td>11</td>
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<td>3. The instructor was knowledgeable of the subject.  (N=19)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes.  (N=19)</td>
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<td>5. The instructor responded effectively to questions and comments.  (N=19)</td>
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<td>6. The instructor explained points clearly and used good examples.  (N=19)</td>
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<td>21</td>
<td>5</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants.  (N=18)</td>
<td>67</td>
<td>28</td>
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<tr>
<td>8. The instructor respected different viewpoints.  (N=19)</td>
<td>68</td>
<td>32</td>
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<td>9. There was adequate time given for discussion and questions.  (N=18)</td>
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<td>10. The overall course met my expectations.  (N=19)</td>
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<td>37</td>
<td>21</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me………………………… 4.26
2. The instructor’s teaching methods contributed significantly to my learning…. 4.08
3. The instructor was knowledgeable of the subject matter…………………….. 4.89
4. The instructor was well organized and presented the material without hesitation
   ………………………………………………………………………………………………………. 4.59
5. The instructor responded effectively to questions and comments……………… 4.74
6. The instructor explained points clearly and used good examples……………… 4.69
7. When appropriate the instructor promoted interaction among participants….. 4.65
8. The instructor respected different viewpoints…………………………………… 4.68
9. There was adequate time given for discussion and questions ………………… 4.72
10. The overall course met my expectation……………………………………….. 4.06
Most valuable aspects of this session:
Hands-on was better than the first part.
Spreadsheet to take home.

Suggestions for improvement:
Some of the “answers” and handouts had minor errors but were explained and corrected in class.

Additional comments:
Good stuff – very helpful and useful.
A little too technical – over my head.
The theory portion was slow especially after lunch. But once we were hands-on with data it was very useful. Good course!
Most was technical – instructor handled well.
Great class!
## PRESENTATION SUMMARY

**Program Title:** WEBSITE DESIGN  
**Course Number:** 142  
**Presenter:** DAN MOORE  
**Location:** KI CONVENTION CENTER  
**Date(s):** 07-11-2012 1:00-5:00

The table below presents the survey results from the presentation.

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<th>Statement</th>
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<tbody>
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<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=13)</td>
<td>54% Strongly Agree, 38% Agree, 8% Somewhat Agree, 0% Disagree, 0% Strongly Disagree</td>
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<tr>
<td>3. The instructor was knowledgeable of the subject. (N=13)</td>
<td>92% Strongly Agree, 8% Agree, 0% Somewhat Agree, 0% Disagree, 0% Strongly Disagree</td>
</tr>
<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=13)</td>
<td>69% Strongly Agree, 31% Agree, 0% Somewhat Agree, 0% Disagree, 0% Strongly Disagree</td>
</tr>
<tr>
<td>5. The instructor responded effectively to questions and comments. (N=13)</td>
<td>92% Strongly Agree, 8% Agree, 0% Somewhat Agree, 0% Disagree, 0% Strongly Disagree</td>
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<td>6. The instructor explained points clearly and used good examples. (N=13)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=13)</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=13)</td>
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<td>9. There was adequate time given for discussion and questions. (N=13)</td>
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<td>10. The overall course met my expectations. (N=13)</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………….……. 4.61

2. The instructor’s teaching methods contributed significantly to my learning…. 4.46

3. The instructor was knowledgeable of the subject matter…………………… 4.92

4. The instructor was well organized and presented the material without hesitation
   ...........................................................................................................4.69

5. The instructor responded effectively to questions and comments…………4.92

6. The instructor explained points clearly and used good examples………………… 4.62

7. When appropriate the instructor promoted interaction among participants…… 4.46

8. The instructor respected different viewpoints………………………………4.77

9. There was adequate time given for discussion and questions………………… 4.85

10. The overall course met my expectation………………………………………. 4.61
**Most valuable aspects of this session:**
He was very patient with all of my questions.

**Suggestions for improvement:**
The computer arrangement was not set up to face the instructor’s screen. You could not see the presentation screen from the back of the room.
Updated list – needs to be given to instructor ahead of time. Not all students could participate. Computers were set up ahead of time.

**Additional comments:**
Great class!
Students got ahead of the instructor, so the instructor was bouncing back and forth – was hard to stay focused on task. Helpful when instructor helped one on one.
Small village will never use web page. Teacher and information were great!
# PRESENTATION SUMMARY

143

Program Title: CREATING FLYERS AND BROCHURES

Course Number: 143

Presenter: NICOLE VIRANT

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 1:00-5:00

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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=11)</td>
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<td>Disagree</td>
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<td>3. The instructor was knowledgeable of the subject. (N=12)</td>
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<td>Agree</td>
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<td>Disagree</td>
<td>Strongly Disagree</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=12)</td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<td>5. The instructor responded effectively to questions and comments. (N=12)</td>
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<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<td>6. The instructor explained points clearly and used good examples. (N=12)</td>
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<td>Agree</td>
<td>Somewhat Agree</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=11)</td>
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<td>Agree</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=11)</td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=11)</td>
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<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<tr>
<td>10. The overall course met my expectations. (N=12)</td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
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<tr>
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<td>92</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me.......................... 4.71
2. The instructor’s teaching methods contributed significantly to my learning.... 5.0
3. The instructor was knowledgeable of the subject matter...................... 5.0
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.92
5. The instructor responded effectively to questions and comments........... 5.0
6. The instructor explained points clearly and used good examples............... 4.84
7. When appropriate the instructor promoted interaction among participants.... 5.0
8. The instructor respected different viewpoints........................................ 5.0
9. There was adequate time given for discussion and questions................. 5.0
10. The overall course met my expectation............................................. 4.76
**Most valuable aspects of this session:**
Instructor did a great job.
The hands-on training. Excellent class!

**Suggestions for improvement:**
Would like to see more in-depth training. Time limits could have been better. Thanks!

**Additional comments:**
Time was cut short due to communication. School closed at 4:30 not 5:00.
Great instructor – perhaps in future have buses go to Green Bay in the morning so students do not lose learning time.
Great instructor. More time could have been given for the class.
Fun class – lots of great information.
PRESENTATION SUMMARY

Program Title: WORKING WITH BOARDS, COMMISSIONS & COUNC

Course Number: 150

Presenter: JIM RESEBURG

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 8:00-10:00

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<tr>
<th>Statement</th>
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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tr>
<td>1. The subject matter presented was useful to me. (N=52)</td>
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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=52)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=52)</td>
<td>94</td>
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<td>5. The instructor responded effectively to questions and comments. (N=52)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=52)</td>
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<td>8. The instructor respected different viewpoints. (N=52)</td>
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<td>9. There was adequate time given for discussion and questions. (N=52)</td>
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<td>10. The overall course met my expectations. (N=52)</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me…………………………………….. 4.83
2. The instructor’s teaching methods contributed significantly to my learning…… 4.96
3. The instructor was knowledgeable of the subject matter……………………… 4.96
4. The instructor was well organized and presented the material without hesitation …………………………………………………………………………………………………….. 4.94
5. The instructor responded effectively to questions and comments…………… 4.92
6. The instructor explained points clearly and used good examples……………… 4.96
7. When appropriate the instructor promoted interaction among participants….. 4.94
8. The instructor respected different viewpoints……………………………………… 4.98
9. There was adequate time given for discussion and questions ………………… 4.9
10. The overall course met my expectation………………………………………….. 4.94
**Most valuable aspects of this session:**
Speaker is a great asset to this program – applicable to all levels of life.
Fun!
Awesome information. Great speaker. Valuable!
Definition of Board’s role – “To Make Policy.” Do my homework before meetings.
He is a great speaker!
All of it.

**Suggestions for improvement:**

**Additional comments:**
Best speaker ALL week!
Please bring him back.
Great energy and class!
Have this guy back! Very good instructor.
Excellent instructor for this session… tells it like it is.
Great class!
Excellent material examples!
Very good presenter.
Very good class. Good common sense, learned a lot. Save suggestions about things I never thought of.
Excellent class.
Expected a “dry” session – lots of humor, laughs.
Excellent presentation!
Excellent!! Real life examples.
Great – loved it!
# PRESENTATION SUMMARY

151

Program Title: CLERKS/TREASURERS ROLE IN EMERGENCY MANA

Course Number: 151

Presenter: JIM RESEBURG

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 10:10-12:00

<table>
<thead>
<tr>
<th>Item</th>
<th>% Strongly Agree</th>
<th>% Agree</th>
<th>% Somewhat Agree</th>
<th>% Disagree</th>
<th>% Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The subject matter presented was useful to me. (N=53)</td>
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<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=53)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=53)</td>
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<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=53)</td>
<td>98</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=53)</td>
<td>96</td>
<td>4</td>
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<td>6. The instructor explained points clearly and used good examples. (N=53)</td>
<td>98</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=53)</td>
<td>96</td>
<td>4</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=52)</td>
<td>98</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9. There was adequate time given for discussion and questions. (N=53)</td>
<td>98</td>
<td>2</td>
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<tr>
<td>10. The overall course met my expectations. (N=53)</td>
<td>96</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
ITEM MEANS

1. The subject matter presented was useful to me…………………………………… 4.91
2. The instructor’s teaching methods contributed significantly to my learning…. 4.94
3. The instructor was knowledgeable of the subject matter……………………. 4.98
4. The instructor was well organized and presented the material without hesitation
   ……………………………………………………………………………………………………… 4.98
5. The instructor responded effectively to questions and comments…………….. 4.96
6. The instructor explained points clearly and used good examples……………… 4.98
7. When appropriate the instructor promoted interaction among participants….. 4.96
8. The instructor respected different viewpoints……………………………………… 4.98
9. There was adequate time given for discussion and questions …………………. 4.98
10. The overall course met my expectation………………………………………….. 4.96
Most valuable aspects of this session:
Having an emergency plan!
Another great session! Great information. Entertaining and informative.
Very applicable – though provoking – makes you think about what you do.
Several good ideas to make sure our plan incorporates them.
All.

Suggestions for improvement:

Additional comments:
This class empowered me to be stronger in knowing my role as a clerk.
Was able to relate with examples. Wonderful personality.
Awesome instructor.
Thank you for coming.
Excellent presentation.
Very good speaker!
Great speaker. Good examples. Fun and interesting.
Very informative and thought provoking.
An awesome speaker. Great message!
Excellent speaker!
Big eye opener!
Excellent!
Great class.
Awesome teacher.
Favorite speaker.
## PRESENTATION SUMMARY

155

Program Title: STRATEGIES TO IMPROVE LIFE AND WORK

Course Number: 155

Presenter: TIM PFLIEGER

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 12:45-4:30

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The subject matter presented was useful to me. (N=53)</td>
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<td>28</td>
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<tr>
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<td>3. The instructor was knowledgeable of the subject. (N=54)</td>
<td>76</td>
<td>17</td>
<td>7</td>
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<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=54)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=54)</td>
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<td>24</td>
<td>4</td>
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<td>20</td>
<td>6</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=54)</td>
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<td>17</td>
<td>7</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=53)</td>
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<td>9. There was adequate time given for discussion and questions. (N=52)</td>
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<td>10. The overall course met my expectations. (N=53)</td>
<td>60</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me........................................ 4.35
2. The instructor’s teaching methods contributed significantly to my learning….. 4.42
3. The instructor was knowledgeable of the subject matter............................ 4.69
4. The instructor was well organized and presented the material without hesitation
   ......................................................................................................................... 4.64
5. The instructor responded effectively to questions and comments................. 4.6
6. The instructor explained points clearly and used good examples................... 4.62
7. When appropriate the instructor promoted interaction among participants..... 4.69
8. The instructor respected different viewpoints................................................. 4.62
9. There was adequate time given for discussion and questions ...................... 4.67
10. The overall course met my expectation....................................................... 4.35
**Most valuable aspects of this session:**
Tim has a good message, but his mannerisms are a bit annoying.
Ability to draw knowledge into work and personal life. Amazing speaker and asset to the program. Good tools provided – helpful.

**Suggestions for improvement:**
Too long of a class. Not enough content to fill the time. He brags about himself too much.
Speak louder.
Bring him back.

**Additional comments:**
He probably is better suited to adolescent presentations. He is rigid, arrogant and disrespectful of anyone’s viewpoint that differs from his.
Not a favorite instructor – sorry.
Congrats Tim on all the accomplishments in your life – that you did! Thank you.
Very good instructor. Interesting.
Great teacher.
PRESENTATION SUMMARY

Program Title: OPTIONAL: ELECTIONS UNPLUGGED

Course Number: 145

Presenter: BRENDA JASZEWSKI

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 5:30-7:30

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Agree</th>
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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
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<td>19</td>
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<td>87</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. The instructor responded effectively to questions and comments. (N=70)</td>
<td>84</td>
<td>13</td>
<td>3</td>
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</tr>
<tr>
<td>6. The instructor explained points clearly and used good examples. (N=70)</td>
<td>87</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=68)</td>
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<td>16</td>
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<td>8. The instructor respected different viewpoints. (N=69)</td>
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<td>12</td>
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<td>9. There was adequate time given for discussion and questions. (N=70)</td>
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<td>17</td>
<td>3</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me................................. 4.81
2. The instructor’s teaching methods contributed significantly to my learning.... 4.8
3. The instructor was knowledgeable of the subject matter............................ 4.83
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.87
5. The instructor responded effectively to questions and comments.................. 4.81
6. The instructor explained points clearly and used good examples.................... 4.87
7. When appropriate the instructor promoted interaction among participants...... 4.78
8. The instructor respected different viewpoints............................................. 4.8
9. There was adequate time given for discussion and questions ...................... 4.66
10. The overall course met my expectation.................................................. 4.77
**Most valuable aspects of this session:**
Great!
Poll List Reconciliation and a review of the primary and presidential laws.
Great presenter, very helpful. A++ presentation.
A good refresher course. It’s great to have experienced clerks present this class. Much more organized than last year.
Brushing up on latest election law/techniques.

**Suggestions for improvement:**
More time – so much information to talk about.
Hold questions until the end.
Next year I would have two smaller classes instead of two teachers for one big class. Too much talking and I couldn’t hear all the questions.
Know the material and different forms of electronic equipment.

**Additional comments:**
Excellent – wish it were longer.
They were great!
This election training was WAY better and WAY more informative than last year’s Wednesday night training.
Very good this year. Better than 2011.
Thank you!
Great presentation – lots of information! Great job!
Wonderful, pertinent information. Well presented and useful!
Very good presenters! Very informative!
A lot better organized than last year! Thank you! Still a bit of an issue with hearing questions.
Offer every year since always changes with elections.
I feel some of the information presented was not correct. Election workers should never look at a ballot for one. And second, what the GAB suggests should be what is followed. Bit concerned on the ballot showing “Vote for one” and the write-in gets the vote. I have never heard of this! Ex: name of person was checked and so was the write-in. This would be an over vote! How can we give this person as a write-in a vote?
Throughout the week the rooms get cold – tonight it was freezing – hard to focus on subject matter and speakers – ANNOYING.
#7 did not apply. #9 for major discussion, not enough time was scheduled. Multi-questions do need to be addressed with this ever changing task.
1. Your unit of government is a:

<table>
<thead>
<tr>
<th>Option</th>
<th>Total Response(s)</th>
<th>Response(s) to This Question</th>
<th>97.14 Response % for Question</th>
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<tbody>
<tr>
<td>City (1)</td>
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<td>13 Answers</td>
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<td>Village (2)</td>
<td>11 Answers</td>
<td>11 Answers</td>
<td>32.35%</td>
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<tr>
<td>Town (3)</td>
<td>9 Answers</td>
<td>9 Answers</td>
<td>26.47%</td>
</tr>
<tr>
<td>County (4)</td>
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<td>0 Answer</td>
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<tr>
<td>Other (5)</td>
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<td>1 Answer</td>
<td>2.94%</td>
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</table>

Average Question Response Ranking: 1.97

1. Other

Employer.
Town, County.

2. Your tuition was paid by:

<table>
<thead>
<tr>
<th>Option</th>
<th>Total Response(s)</th>
<th>Response(s) to This Question</th>
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<tbody>
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<td>1 Answer</td>
<td>3.12%</td>
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<td>Your Municipality (2)</td>
<td>26 Answers</td>
<td>26 Answers</td>
<td>81.25%</td>
</tr>
<tr>
<td>You &amp; Municipality</td>
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<tr>
<td>Scholarship (4)</td>
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<td>4 Answers</td>
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<tr>
<td>Other (5)</td>
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<td>1 Answer</td>
<td>3.12%</td>
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</table>

Average Question Response Ranking: 2.31

1. Other

Employer.
Municipality and Scholarship.
Municipality and Scholarship.
Self and scholarship.
3. How did you learn about the Institute?

35 Total Response(s)  30 Response(s) to This Question  85.71 Response % for Question

<table>
<thead>
<tr>
<th>Brochure (1)</th>
<th>Association News (1)</th>
<th>Past Participant (3)</th>
<th>Past Experience (4)</th>
<th>Other (5)</th>
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<td>8 Answers</td>
<td>11 Answers</td>
<td>3 Answers</td>
</tr>
</tbody>
</table>

%Questn Resp 26.66% 0.00% 26.66% 36.66% 10.00%

Average Question Response Ranking: 3.03

1. Other

Brochure, and recommended by past participant.
Employer.
Recommended by past participant and past experience.
Brochure, association newsletter, and recommended by past participant.
Brochure, past experience.
Council/mayor.
Promoted by WMCA.
Recommended by past participant and past experience.

4. What is your primary reason you are attending the institute?

35 Total Response(s)  18 Response(s) to This Question  51.42 Response % for Question

<table>
<thead>
<tr>
<th>Certification (1)</th>
<th>Personal Dvlpmnt (2)</th>
<th>Professional Dvlpmnt (3)</th>
<th>Networking (4)</th>
<th>Other, specify (5)</th>
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<tbody>
<tr>
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<td>1 Answer</td>
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</tbody>
</table>

%Questn Resp 38.88% 11.11% 44.44% 0.00% 5.55%

Average Question Response Ranking: 2.22

1. Other:

Certification, professional development, and networking.
All of the above.
Personal development and networking.
All of the above.
Professional development and networking.
Certification and personal development.
Professional and personal development.
Certification and professional development.
All of the above.
Professional development and required by council.
All of the above.
All of the above.
All of the above.
Certification, professional development and networking.
Certification, personal development and professional development.
All of the above.

5. Please discuss the usefulness of the sessions? What courses were useful and why:

Dr. Humor was exactly what the doctor ordered. Thank you!
Working with Boards, Commissions, and Councils and Clerks/Treasurers’ Role in Emergency Management - excellent presenter and very useful information.
Elections.
Basic Employment Law - went in-depth on complicated laws.
Enjoyed Working with Boards and Emergency Planning.
Most of the sessions were useful to me; they did apply to my work expectations and daily duties.
Elections Unplugged - can NEVER have too much election training.
Multi-Jurisdictional Agreement gave me tools to try and convince my board how they should be working with their neighbors.
Employment Law - small municipality and we do not have the resources of a larger employer.
Multi-Jurisdictional Agreement - ideas of how to collaborate with others.
The education I receive from this institute helps me so much in my day to day work.
Time Management - I will put several ideas to work in our office. Working with Boards, etc. - information and ideas were good.
Ethics and Liability courses were good - but contained too much information.
Building More Collaboration was not at all as expected - more personal inventory and not tools for collaboration.
I really enjoyed all the classes; however, the Paperless class was not for small municipalities.
Improve Office Efficiency - learned many things that will improve efficiency in my job. So many shortcuts I can use daily. I am sure glad I took this class.
All the courses were good, I learned something I can take back to my office and my home life.
Ethics and Conflicts of Interest.
Working with Boards and Commissions.
Improve Office Efficiency.
Time Management.
Ethics and Conflicts of Interest.
Multi-Jurisdictional Agreement.
Working with Boards.
Improve Office Efficiency.
Time Management - useful for personal life as well as work. Jim Reseburg was excellent. Tim Hanna from Multi-Jurisdictional Agreement - good visionary, great ideas to work with others.
6. Are there any other comments you would like to make about the sessions?
Going Paperless - seemed a bit outdated.
Very enjoyable thought out.
Great instructors - they leave you with the knowledge and it stays.
Friday's session was excellent.
Nice when sitting through a session when there are NOT sexual innuendos or profanity used by a speaker.

7. What other sessions would you like to see offered? (Can you recommend a good instructor for the subject?)
Municipal Assessment - What to expect from your assessor: Dean Peters.
Health - well-being.
Computer User Group/IT Support - how municipalities deal with new technology and outdated records laws, etc.
Grant Writing.

8. Do you have any comments on the Institute Staff you would like to share?
When the WMCA president Anne Uecker attends a class she needs to set a better example. She was texting or emailing the entire time and her phone rang.
I appreciate all your effort and hard work. You are ALL amazing.
They are all wonderful!
They are all very helpful.
Kassie, Rachel and all involved are to be commended for the superb job they do in preparing and carrying off such a successful week.
Very friendly.
Just awesome. Love you guys. Thank you for all your hard work.
All very helpful and nice.
The staff - excellent as always.
Love Rachel!
Very friendly and helpful. Always ready with a smile. Thank you!
Staff is amazingly helpful and friendly!
9. Anything else you would like to tell us?

I have to say the food was a large disappointment from the previous years. The breakfast was not as good as it used to be. A different Tuesday night outing. Possibly tour of Lambeau.
Meals were not the same, miss the omelets. Bring back cookies at break time!
Attach a map of Wisconsin Municipals (where everyone is from) to the student directory.
I would like to express my gratitude for the institute and how it changed my life. I am empowered! I have made a change in my thinking about myself. I will be entering the work force full-time after my home schooled child graduates. (I currently work part-time for my village). All my life I never put any value on myself to get a job above a food service worker. After graduating from the institute I know I can work and apply anywhere! I cannot thank you enough for going ABOVE and beyond giving me an education. Thank you so much.
Ask people not to click their pens during class - very disrespectful and interrupting. The food was not the best.
Wonderful experience - I can't imagine where else I would have learned so much about my job if it weren't for the institute!
The banquet and graduation were very special - thank you!
Convenient at the Hyatt - I heard it may change and would prefer not to if it could stay as affordable as it currently is.
Keep up the good education.
Love the social day cosmic bowling.
The time schedule is way too tight! The slow elevator makes a room stop very time consuming. At 5:15, when I get to my room I have to call my husband and then my children. They hate that I have to make it short and sweet. Plus I still need time to freshen up. I don't have enough time! Back downstairs by 5:30 is impossible. Bowling - Elections - graduation pictures. Give me until 6:00pm. Plus the 12:30 bust... Eat and take books back to room in 30 minutes - almost impossible! Please allow more time in your scheduling!
Lunches were good. I liked being served (saves time). Everyone is very friendly and helpful. Breakfast, however, needs improvement.
Graduation ceremony was nice. Thankful the class speaker did not tell inappropriate jokes or swearing during speech. Did your class proud!
You all do a great job!

10. Do you plan to attend the Institute next year?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Answers</td>
<td>3 Answers</td>
</tr>
</tbody>
</table>

| %Questn Resp | 88.88% | 11.11% |
1. Why or why not?

Maybe
Unsure at this time.
Graduated.
Treasurer Completion.
See what happens - I will push for it in the budget.
Graduating this year - don't handle any treasurer duties so I don't need treasurer completion unless that changes.
Graduated.

11. Would you recommend the Institute to others?

<table>
<thead>
<tr>
<th></th>
<th>Total Response(s)</th>
<th>Response(s) to This Question</th>
<th>Response % for Question</th>
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<tr>
<td>%Questn Resp</td>
<td>100.00%</td>
<td>0.00%</td>
<td></td>
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</tbody>
</table>

1. Why or why not?

Without a doubt!

AVERAGE RANK: 2.39