**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

<table>
<thead>
<tr>
<th></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=54)</td>
<td>56</td>
<td>33</td>
<td>9</td>
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<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=54)</td>
<td>67</td>
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<tr>
<td>3. The instructor was knowledgeable of the subject. (N=54)</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>
<td>91</td>
<td>7</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=54)</td>
<td>83</td>
<td>15</td>
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<td>2</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=54)</td>
<td>85</td>
<td>9</td>
<td>4</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=54)</td>
<td>81</td>
<td>13</td>
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<td>8. The instructor respected different viewpoints. (N=54)</td>
<td>72</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=54)</td>
<td>48</td>
<td>33</td>
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<tr>
<td>10. The overall course met my expectations. (N=53)</td>
<td>79</td>
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</table>
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

<table>
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<tr>
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<tbody>
<tr>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat 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=54)</td>
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<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=54)</td>
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<tr>
<td>3. The instructor was knowledgeable of the subject. (N=54)</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>9</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=54)</td>
<td>85</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=54)</td>
<td>91</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>11</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=53)</td>
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<td>8</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=52)</td>
<td>88</td>
<td>10</td>
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<tr>
<td>10. The overall course met my expectations. (N=53)</td>
<td>85</td>
<td>11</td>
<td>4</td>
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</table>
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.
## PRESENTATION SUMMARY

114

Program Title: MULTI-JURISDICTIONAL AGREEMENT  
Course Number: 114  
Presenter: TIM HANNA  
Location: KI CONVENTION CENTER  
Date(s): 07-10-2012 8:00-10:00

<table>
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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<tbody>
<tr>
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<td>3. The instructor was knowledgeable of the subject. (N=47)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=48)</td>
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<td>25</td>
<td>2</td>
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<td>0</td>
</tr>
<tr>
<td>6. The instructor explained points clearly and used good examples. (N=48)</td>
<td>77</td>
<td>19</td>
<td>4</td>
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<td>0</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=48)</td>
<td>73</td>
<td>21</td>
<td>6</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=48)</td>
<td>81</td>
<td>17</td>
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<td>9. There was adequate time given for discussion and questions. (N=48)</td>
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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

116

Program Title: FRAUD

Course Number: 116

Presenter: JODI DOBSON

Location: KI CONVENTION CENTER

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

<table>
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<tbody>
<tr>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
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<td>1. The subject matter presented was useful to me. (N=15)</td>
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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=15)</td>
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<tr>
<td>3. The instructor was knowledgeable of the subject. (N=15)</td>
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<td>7</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=15)</td>
<td>80</td>
<td>13</td>
<td>7</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=15)</td>
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<td>7</td>
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<td>6. The instructor explained points clearly and used good examples. (N=15)</td>
<td>80</td>
<td>13</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=15)</td>
<td>67</td>
<td>27</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>8. The instructor respected different viewpoints. (N=15)</td>
<td>80</td>
<td>13</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>9. There was adequate time given for discussion and questions. (N=15)</td>
<td>47</td>
<td>27</td>
<td>20</td>
<td>7</td>
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<tr>
<td>10. The overall course met my expectations. (N=15)</td>
<td>80</td>
<td>7</td>
<td>13</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me………………………….. 4.73
2. The instructor’s teaching methods contributed significantly to my learning…. 4.66
3. The instructor was knowledgeable of the subject matter…………………… 4.84
4. The instructor was well organized and presented the material without hesitation
   ............................................................................................................. 4.73
5. The instructor responded effectively to questions and comments…………… 4.67
6. The instructor explained points clearly and used good examples……………… 4.73
7. When appropriate the instructor promoted interaction among participants….. 4.64
8. The instructor respected different viewpoints........................................ 4.73
9. There was adequate time given for discussion and questions .................. 4.17
10. The overall course met my expectation.................................................. 4.67
Most valuable aspects of this session:
List of hints to check internal controls.

Suggestions for improvement:

Additional comments:
Let side discussions go on too long.
Very important and valuable information.
PRESENTATION SUMMARY

Program Title: TOWN TOPICS

Course Number: 120

Presenter: CAROL DORAN & SUE NELSON

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 12:45-2:45

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>2. The instructor’s teaching methods contributed significantly to my learning.  (N=25)</td>
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<td>36</td>
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<td>3. The instructor was knowledgeable of the subject.  (N=25)</td>
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</tr>
<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes.  (N=25)</td>
<td>80</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. The instructor responded effectively to questions and comments.  (N=25)</td>
<td>88</td>
<td>12</td>
<td>0</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples.  (N=25)</td>
<td>76</td>
<td>20</td>
<td>4</td>
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<td>7. When appropriate, the instructor promoted interaction among participants.  (N=24)</td>
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<td>21</td>
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<td>8. The instructor respected different viewpoints.  (N=24)</td>
<td>75</td>
<td>25</td>
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<td>9. There was adequate time given for discussion and questions.  (N=25)</td>
<td>80</td>
<td>16</td>
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<td>10. The overall course met my expectations.  (N=25)</td>
<td>68</td>
<td>12</td>
<td>16</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………….………..…..  4.36
2. The instructor’s teaching methods contributed significantly to my learning….  4.36
3. The instructor was knowledgeable of the subject matter…………………….  4.88
4. The instructor was well organized and presented the material without hesitation
   …………………………………………………………………..…… 4.8
5. The instructor responded effectively to questions and comments………………  4.88
6. The instructor explained points clearly and used good examples………………  4.72
7. When appropriate the instructor promoted interaction among participants…..  4.79
8. The instructor respected different viewpoints……………………………..………  4.75
9. There was adequate time given for discussion and questions …………………  4.76
10. The overall course met my expectation………………………………………  4.44
Most valuable aspects of this session:
This would be good for C1 especially the book on “Governmental Accounting Made Easy.”
Seeing just how complicated this really is.
Statement of assessment worksheets.
Explain tax levy sheet and copies of resolutions for exceeding levy limits.
Open dialogue.
Always a good refresher.
Understanding levy worksheets.

Suggestions for improvement:
Be more specific in course description when we sign up for classes.
This is a complex subject (Levy, SOA, SOT) and should be simplified with more examples gone through step-by-step. I thought town topics would cover more topics than DOR forms.

Additional comments:
Good job at addressing common questions that we all scratch our heads at in November.
Thanks!
Most of this was over my head as I don’t deal with the levy or the forms required by the DOR.
There was a lot of discussion regarding tax forms that are completed by our clerk and not my position.
Excellent job Sue Nelson!
Very good! Thank you!
The title of this class was “Town Topics.” This class did not seem to be the best title for a statement of taxes review.
# PRESENTATION SUMMARY

## Program Title: ADVANCED TIF

## Course Number: 122

## Presenter: BRAD VIEGUT

## Location: KI CONVENTION CENTER

## Date(s): 07-10-2012 12:45-2:45

<table>
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<tr>
<th>%</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=6)</td>
<td>83</td>
<td>17</td>
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<td>0</td>
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</tr>
<tr>
<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=6)</td>
<td>67</td>
<td>33</td>
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<td>0</td>
<td>0</td>
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<td>83</td>
<td>17</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=6)</td>
<td>67</td>
<td>33</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=6)</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=6)</td>
<td>83</td>
<td>17</td>
<td>0</td>
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</tr>
<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=6)</td>
<td>83</td>
<td>17</td>
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<td>0</td>
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<td>8. The instructor respected different viewpoints. (N=6)</td>
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<td>9. There was adequate time given for discussion and questions. (N=6)</td>
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<tr>
<td>10. The overall course met my expectations. (N=6)</td>
<td>83</td>
<td>17</td>
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## ITEM MEANS

1. The subject matter presented was useful to me.......................... 4.83
2. The instructor’s teaching methods contributed significantly to my learning.... 4.67
3. The instructor was knowledgeable of the subject matter............................ 4.83
4. The instructor was well organized and presented the material without hesitation
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5. The instructor responded effectively to questions and comments.................. 5.0
6. The instructor explained points clearly and used good examples....................... 4.83
7. When appropriate the instructor promoted interaction among participants..... 4.83
8. The instructor respected different viewpoints........................................ 4.83
9. There was adequate time given for discussion and questions ..................... 4.54
10. The overall course met my expectation................................................. 4.83
Most valuable aspects of this session:
Breakout sessions.
Very good – it was just a little too advanced for me.
TIF examples and charts.

Suggestions for improvement:

Additional comments:
Very informative.
Only 6 people – made breakout sessions good.
PRESENTATION SUMMARY

Program Title: TIF FOR NOVICES

Course Number: 123

Presenter: TIM SCHUENKE

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 12:45-2:45

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<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
<tr>
<td>1. The subject matter presented was useful to me. (N=26)</td>
<td>46</td>
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<td>2. The instructor's teaching methods contributed significantly to my learning. (N=26)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=26)</td>
<td>69</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=26)</td>
<td>62</td>
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<td>5. The instructor responded effectively to questions and comments. (N=26)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=26)</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=26)</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=26)</td>
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<td>9. There was adequate time given for discussion and questions. (N=26)</td>
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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…. 4.35
3. The instructor was knowledgeable of the subject matter…………………. 4.69
4. The instructor was well organized and presented the material without hesitation
   ................................................................................................................. 4.62
5. The instructor responded effectively to questions and comments…………… 4.58
6. The instructor explained points clearly and used good examples…………… 4.69
7. When appropriate the instructor promoted interaction among participants….. 4.54
8. The instructor respected different viewpoints............................................ 4.46
9. There was adequate time given for discussion and questions ……………… 4.62
10. The overall course met my expectation.................................................... 4.62
Most valuable aspects of this session:
TIF base explanation.
Reference material. All aspects of TIF creation explained well.
Learned the basics of the TIFs.
Perfect complexity level for a beginning class/introduction.
The instructor did a great job presenting information on this complicated topic.
Much more interesting than expected.

Suggestions for improvement:
Possible to do project using real numbers?
Not right after lunch.
Not right after lunch, please.

Additional comments:
Very knowledgeable instructor.
This was an interesting class as I now have some knowledge of how and why TIFs are created.
Very clear and easy to follow.
PRESENTATION SUMMARY

Program Title: UNDERSTANDING FINANCIALS AND GASB UPDATE

Course Number: 124

Presenter: AMANDA BLOMBERG

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 12:45-2:45

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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=36)</td>
<td>44</td>
<td>28</td>
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<td>5. The instructor responded effectively to questions and comments. (N=35)</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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<td>10. The overall course met my expectations. (N=35)</td>
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**ITEM MEANS**

1. The subject matter presented was useful to me................................. 3.92
2. The instructor’s teaching methods contributed significantly to my learning.... 3.65
3. The instructor was knowledgeable of the subject matter......................... 4.76
4. The instructor was well organized and presented the material without hesitation ......................................................... 4.07
5. The instructor responded effectively to questions and comments.............. 4.45
6. The instructor explained points clearly and used good examples.............. 4.07
7. When appropriate the instructor promoted interaction among participants..... 3.6
8. The instructor respected different viewpoints........................................ 4.11
9. There was adequate time given for discussion and questions ................. 4.4
10. The overall course met my expectation.................................................. 3.65
Most valuable aspects of this session:
Refresher course.
Explanation of different types of funds and how determined.
Review of new terms.

Suggestions for improvement:
Instructor seemed knowledgeable enough but very disorganized with presentation.
Jumped around a lot.
Needs to give a break. None taken ☹.
Dry topic – presenter not engaging with audience.
Need a way to “spice” it up. Pretty dry material. Necessary, but dry.

Additional comments:
YAY!! Thanks!
This is a dry subject and would best be held in the morning – not after lunch when we are all full and tired with no break given.
I needed more training on fund balances and accounting (public side of accounting).
We don’t do audits in our small town, so this did not pertain to me at all. I should have done town topics again.
I realize the topic is not exciting and difficult to teach, but this was not presented well.
# PRESENTATION SUMMARY

**Program Title:** COMMUNICATING YOUR FISCAL POSITION TO YOU  
**Course Number:** 127  
**Presenter:** BRIDGET SOUFFRANT  
**Location:** KI CONVENTION CENTER  
**Date(s):** 07-10-2012 3:00-5:00

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<th>Somewhat Agree</th>
<th>Disagree</th>
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<td>6. The instructor explained points clearly and used good examples. (N=31)</td>
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<td>32</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=31)</td>
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<td>39</td>
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<td>8. The instructor respected different viewpoints. (N=31)</td>
<td>61</td>
<td>39</td>
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<td>9. There was adequate time given for discussion and questions. (N=31)</td>
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<td>39</td>
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<td>10. The overall course met my expectations. (N=31)</td>
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<td>39</td>
<td>13</td>
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ITEM MEANS

1. The subject matter presented was useful to me…………………….….. 4.38
2. The instructor’s teaching methods contributed significantly to my learning…. 4.52
3. The instructor was knowledgeable of the subject matter…………………….. 4.71
4. The instructor was well organized and presented the material without hesitation
   …………………………………………………………………..…… 4.52
5. The instructor responded effectively to questions and comments……………… 4.68
6. The instructor explained points clearly and used good examples……………… 4.62
7. When appropriate the instructor promoted interaction among participants….. 4.61
8. The instructor respected different viewpoints…………………………………… 4.61
9. There was adequate time given for discussion and questions ………………… 4.61
10. The overall course met my expectation………………………………………. 4.35
**Most valuable aspects of this session:**
Sharing of the samples/use of technology.
Watching Bridget create reports.
Doing charts in Excel.
Excellent!
I give monthly reports and it was interesting to see that other municipalities do or don’t –
I thought everyone did.
Being able to get her templates for the presentation charts.
Realization of the “visual” impacts to a board and how easy it is to do.
Seeing different report options was a good idea. Using charts to help get the numbers across.
Ask people to bring laptops.
Good class, many ideas.
Used too many accounting terms and abbreviations that we didn’t know what they meant.
Otherwise good.

**Suggestions for improvement:**
I think if people did not have an intermediate Excel background, it might be hard to follow.
If we could bring in our laptops to work in class on graphs also. Would maybe need to be a longer class (four hours).
Allow us to bring computers next time.
Would like to see more about creating reports from imported information from QB to Excel, etc.
If possible, bring laptops and go along with the instructor.

**Additional comments:**
Best course so far, for me.
Great class - could be four hours with more hands-on work activity. Add on “tips on making reports” – loved the class and the instructor!
One of the best!
Loved Bridget! Very comfortable with subject and crowd. Great points!
I thought there would be more discussion about ways to present things to your board rather than reports. It could be my lack of experience but overall it was a good class.
Excellent job for first time giving a training session.
# 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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<tr>
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<td>25</td>
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<td>6. The instructor explained points clearly and used good examples. (N=37)</td>
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<td>27</td>
<td>5</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=37)</td>
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<td>24</td>
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<td>8. The instructor respected different viewpoints. (N=37)</td>
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<td>24</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... 4.47
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

129

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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<th>Somewhat Agree</th>
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<td>3. The instructor was knowledgeable of the subject. (N=18)</td>
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<td>22</td>
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<td>22</td>
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<td>5. The instructor responded effectively to questions and comments. (N=18)</td>
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<td>22</td>
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<td>6. The instructor explained points clearly and used good examples. (N=18)</td>
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<td>28</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=18)</td>
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<td>29</td>
<td>6</td>
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ITEM MEANS

1. The subject matter presented was useful to me……………………………….. 4.39
2. The instructor’s teaching methods contributed significantly to my learning…. 4.54
3. The instructor was knowledgeable of the subject matter…………………….. 4.66
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................... 4.78
5. The instructor responded effectively to questions and comments……………… 4.78
6. The instructor explained points clearly and used good examples……………… 4.65
7. When appropriate the instructor promoted interaction among participants….. 4.56
8. The instructor respected different viewpoints.............................................. 4.59
9. There was adequate time given for discussion and questions .................... 4.55
10. The overall course met my expectation.................................................... 4.35
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!
## PRESENTATION SUMMARY

134

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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<td>3. The instructor was knowledgeable of the subject.  (N=45)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes.  (N=45)</td>
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<td>6. The instructor explained points clearly and used good examples.  (N=45)</td>
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<td>7. When appropriate, the instructor promoted interaction among participants.  (N=45)</td>
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<td>9. There was adequate time given for discussion and questions.  (N=44)</td>
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ITEM MEANS

1. The subject matter presented was useful to me.................................. 4.63
2. The instructor’s teaching methods contributed significantly to my learning.... 4.65
3. The instructor was knowledgeable of the subject matter.......................... 4.91
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.87
5. The instructor responded effectively to questions and comments................ 4.76
6. The instructor explained points clearly and used good examples................ 4.78
7. When appropriate the instructor promoted interaction among participants..... 4.74
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

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<td>5. The instructor responded effectively</td>
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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.
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

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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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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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</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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<th>Somewhat Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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<td>21</td>
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<td>7. When appropriate, the instructor promoted interaction among participants. (N=18)</td>
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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

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<td>6. The instructor explained points clearly and used good examples. (N=13)</td>
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<td>54</td>
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<td>8. The instructor respected different viewpoints. (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

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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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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<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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</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…. 4.96
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

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

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<th>% Agree</th>
<th>% Somewhat Agree</th>
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<td>9</td>
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<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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<td>5. The instructor responded effectively to questions and comments. (N=53)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=53)</td>
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<td>2</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>
<td>0</td>
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<td>8. The instructor respected different viewpoints. (N=52)</td>
<td>98</td>
<td>2</td>
<td>0</td>
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<td>9. There was adequate time given for discussion and questions. (N=53)</td>
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<td>10. The overall course met my expectations. (N=53)</td>
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</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

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<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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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.
1. Your unit of government is a:

<table>
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Average Question Response Ranking: 2.00

1. Other

2. Your tuition was paid by:

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Average Question Response Ranking: 2.00

1. Other

3. How did you learn about the Institute?

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<td>Past Participant</td>
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<td>6</td>
<td>54.54%</td>
</tr>
<tr>
<td>Past Experience</td>
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Average Question Response Ranking: 2.91
Evaluation Statistics for Question Responses
Printed September 11, 2012

Date held: July 8, 2012
Speaker(s):

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<td>T3</td>
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<td>2012 T3</td>
</tr>
<tr>
<td>#Regs:</td>
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</table>

1. Other
Recommended by past participant and past experience.
Brochure and past experience.

4. What is your primary reason you are attending the institute?
13 Total Response(s) 7 Response(s) to This Question 53.84 Response % for Question

<table>
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<tr>
<th>Certification (1)</th>
<th>Personal Dvlpmnt (2)</th>
<th>Professional Dvlpmnt</th>
<th>Networking (4)</th>
<th>Other, specify (5)</th>
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<td>0 Answer</td>
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<td>0.00%</td>
<td>57.14%</td>
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</table>

Average Question Response Ranking: 2.14

1. Other:
All of the above.
All of the above.
Certification and professional development.
Professional development and networking.
All of the above.
Certification and professional development.

5. Please discuss the usefulness of the sessions? What courses were useful and why:
I thought they were all good and useful. It is hard to pick just one.
I got something from every session.
Town Topics - updates to what is new, helpful hints filling out forms.
Fraud - aware of possible issues, conflict of interest - current issues to deal with.
Office Efficiency - helpful tricks and tips.
T3 classes were very useful and helpful - all of them.
Forecasting - different view/ideas for budget planning. Liked the hands-on approach.
Working with Boards, Clerks/Treasurers' Role in Emergency Management and Strategies to Improve Life and Work - interesting and useful information - great instructors.
Loved the Strategies to Improve Life and Work.
Employment Law, Fraud, Elections Unplugged, and Emergency Management. Since I'm not a clerk or treasurer, this information doesn't get discussed with me so this is nice.
Basic Employment Law and Clerk/Treasurers' Role in Emergency Management.
Advanced TIF and Forecasting. I guess I'm a numbers guy. Good topics to take back to the office.
6. Are there any other comments you would like to make about the sessions?

Gives an individual a great starting point to perform the jobs correctly.
Great presenters.
Too bad internet security class was cancelled. Do have the handout though which is helpful.
To save paper - access to laptops or iPads.
To save paper, use iPads and laptops.
Make Elections Unplugged two classes with one teacher for each. Too many people talking.
It seems I've chosen classes I already had taken. Maybe you could not offer the ones I've already taken so when I sign up I take something new.

7. What other sessions would you like to see offered? (Can you recommend a good instructor for the subject?)

Changes to clerk or treasurer functions from year to year - GASB changes, election changes, taxes and levy limits, etc.
PowerPoint and Excel.
Arbitrage.

8. Do you have any comments on the Institute Staff you would like to share?

Excellent and hard working and very client orientation. Great job in picking sessions and instructors.
Great, very friendly.
Very friendly, helpful, go out of their way to assist.
Thanks for your tireless efforts to produce the best Institute for us.
Wonderful staff. Rachel and Rosie rock!
Great people - thank you!
Rachel is always helpful.
Everyone was very helpful.
They are great.
Keep up the good work!
9. Anything else you would like to tell us?

Kept up the great job. Would it hurt to put some or all sessions online (for review - the PDF files). They could be updated as needed.
Third year classes rock!
Rooms were cold.
Disappointed with meals and snacks.
Rooms are too cold! Gloves were needed in B1.

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

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<td>1 Answer</td>
<td></td>
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</table>
% Questn Resp         | 91.66%                          | 8.33%                         |

1. Why or why not?

If reelected.
Not sure
No interest in clerk completion - I like the treasurer side.
For completion.
Unsure.

11. Would you recommend the Institute to others?

<table>
<thead>
<tr>
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<th>13 Response(s) to This Question</th>
<th>100.00 Response % for Question</th>
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% Questn Resp         | 100.00%                         | 0.00%                         |
Evaluation Statistics for Question Responses
Printed September 11, 2012

Event: M12CTI
Subevent: T3
Form ID: 2012 T3
#Regs: 0

Date held: July 8, 2012
Speaker(s):

1. Why or why not?

AVERAGE RANK: 2.25