

*Clerk Name:*  
*Organization:*  
*Email Address:*

**PROGRAM ASSESSMENT/ATTENDANCE**

(Must be completed and submitted prior to receiving credit for attendance at Academy)

Briefly outline three (3) new ideas that you learned *per day* and how you can utilize the knowledge in your work as a city clerk. Please reference specific workshops in your assessment. However, you do not need to review each session, just three total points PER DAY. For your convenience, the sessions have been listed. For IIMC credit, this assessment must be completed and submitted to [lschwendeman@klc.org](mailto:lschwendeman@klc.org) by September 3, 2021. Additional pages may be attached to this form.

**Date: Wednesday, August 25, 2021**

- Overcoming Perfectionism – Vitale Buford
- Newspaper & Publication Laws – Chris Johnson
- Annexation – Avoiding the Trap – Chris Johnson
- Fundamentals of Public Leadership – Jason Halligan

***Internal Use Only***

*Grade:*  
*Date Received:*

**Date: Thursday, August 26, 2021**

- Practical Open Records Issues – Morgain Patterson
- Five Dysfunctions of a Team – Tad Long
- Sober Living Home Regulations – Devon Golden
- Employees vs. Independent Contractors – Andrea Shindlebower Main
- Trending Legal Issues for Cities – J.D. Chaney

**Date: Friday, August 27, 2021**

- American Rescue Plan Act Update – J.D. Chaney
- City Personnel Issues – Andrea Shindlebower Main
- Audits: What to Expect & How to Prepare – Tonya Taylor
- Customer Service – Kathy Walker

***Internal Use Only***

*Grade:*

*Date Received:*