6-MONTH BOOT CAMP

- Meets every 2 weeks on Thursdays
- Meets from 8:30-11:30am, PST
  From September 2023 - March 2024
  See next page for session topics,
  dates, and timeline

LOCATION: Online Zoom Meeting

TUITION: $2,400

INCLUDES:

- Live, Instructor-led sessions
- Analyst Skills Assessment
- Panel discussions with experts
- Mentoring support and resources
- Networking opportunities
- Skills Development tools
- Boot Camp Resource Portal

APPLICATION: **CLICK HERE**

REQUIREMENTS:

- New or experienced analysts/
  management analysts
- Aspiring management analysts

Full attendee requirements in page 3

FOR QUESTIONS:

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Develop your analyst skills remotely with RGS' virtual Analyst Boot Camp!

Analysts are critical to the success of agency missions, programs, and projects. Join us for RGS' comprehensive, advanced Boot Camp aimed toward developing competencies of local government analysts! This Boot Camp is designed by trainers with extensive experience in all types of local agencies.

BENEFITS TO PARTICIPANTS:

- Work on real-life local government organizational issues
- Gain practical tools and application
- Get insights into your management analyst skills and gaps
- Hear from panels of experts and leaders on how to navigate today's challenges
- Receive guidance on how to set up and maintain a mentoring relationship
- Work with small groups on applied projects
- Network and learn from staff at other agencies

All sessions are on Thursdays from 8:30am - 11:30am, PST

SESSION	DATE	TITLE
Pre-Academy	N/A	Analyst Skills Assessment
Ongoing	N/A	DIY Mentoring Program
	N/A	Skills Development Tools
	N/A	Small Group Projects
1	9/28/23	The Role of the Management Analyst
2	10/12/23	Solving Agency Problems
3	10/26/23	Effective Research Strategies
4	11/9/23	Excel Tips and Tricks: Organizing and Visualizing Data
5	11/30/23	Effective Time and Resource Management --AND-- *Panel Session 1: Life-Work Balance and Resilience*
6	12/14/23	Budgeting 101
Holiday Break		
7	1/4/24	Effective Writing Skills
8	1/18/24	Mastering Policy Analysis and Development --AND-- *Panel Session 2: Advice and Inspiration from Local Government Leaders*
9	2/1/24	Basics of Local Government Contracts
10	2/15/24	Navigating Your Organization
11	2/29/24	Presenting Information to Others
12	3/14/24	Engaging the Local Community

Attendee Requirements:

Must be a management analyst, management technician, or other related analyst position, or other position in career track toward management analyst (i.e. administrative or executive assistant, etc.)
AND
Must work for a government agency.

Participation Requirements:

Completion of the Skills Assessment.
A laptop/computer that allows connection to Zoom, webcam, speaker, and microphone.
Sharing webcam/audio in environment free from outside noise or disruption.
Availability on scheduled Boot Camp days.
Attendance and participation in all Boot Camp elements.
Blocking out time on calendar for sessions; free from other meetings, calls, work.
Participation in "cameras on" interaction and discussion.
Engaging with trainers and other participants in discussion.
Participation in Boot Camp projects work with small groups outside Boot Camp schedule.
Completing homework, readings, and other materials.
Committing to approximately 4 hours/month of time for project/homework.
Supervisor approval for the time commitment required and the requirements above.

Learning Outcomes:

Understand the role of the analyst/management analyst
Decipher your organization and work effectively within it
Incorporate community interests into your work
Solve problems through rational processes and evidence-based knowledge
Effectively manage time and resources
Build influence to get results working with others
Employ effective research strategies on complex projects
Effectively organize and visualize data
Interpret local government agency and program budgets
Make policy recommendations that account for policy impacts
Write effectively to communicate clearly and concisely
Deliver presentations that convey your work with confidence

Session	Course/Element
Pre-Boot Camp	**Analyst Skills Assessment** The skills assessment will identify analyst skills and gaps to help you focus your skills development throughout the Boot Camp and beyond. Attendees can use the assessment to receive feedback from supervisor, peers, and/or subordinates.
Ongoing	**DIY Mentoring Program** Mentoring relationships are invaluable tools to accelerate success as a local government analyst. In this program, attendees source their own mentor. Then, the Boot Camp program provides the resources to help you: • Understand mentoring benefits and how to select an effective mentor • Make the most of your mentoring relationship • Understand the stages of the mentoring relationship • Track goals and objectives identified **Professional Development Plan** The Skills Development Plan helps attendees outline steps to close identified analyst skill gaps. This tool helps you identify skills development goals, map out the requirements, and chart goals to achieve skill proficiency. **Small Group Projects** Attendees will work with small groups on specific projects outside of the Boot Camp courses. We've designed a variety of projects to provide: • An opportunity to practice key skills from the Boot Camp • A local government context for the challenges facing you • Multiple opportunities to network
Session 1	**The Role of the Management Analyst** A Management Analyst is a true "utility" player. The skills to be a successful analyst are extensive, including technical, interpersonal, and conceptual skills. In this session we are going to get off to a running start! In addition to setting the tone for a great Boot Camp experience, participants will: • Understand the breadth of the management analyst role. • Know and be able to use the steps in a process to complete staff work, and outline steps for resolving agency issues.

Session	Course/Element

Session 2

Solving Agency Problems

People in your organization rely on you for important tasks – one of the most important involves critical thinking. Critical thinking is your ability to ask questions, determine the rationale behind project requests, and communicate clearly with your Manager if you believe the direction given may be "solving the wrong problem." At the end of this session, you will know:

- How critical thinking applies to your role, respectfully question direction, and identify when an agency direction needs to be modified.
- The importance of clarity in decision-making to ensure everyone understands and accepts their role in the decision-making process.
- Tools for process improvement and how to use them to facilitate getting work done more efficiently.

Session 3

Effective Research Strategies

As a Management Analyst, you could be called on at any time to research any number of topics (Muni codes, legislation, labor issues, etc). Knowing where to look, how to present data without bias and working with others are instrumental to successful research. At the end of this session, you will be able to:

- Use a number of different research methodologies and sources
- Develop a research plan
- Identify how to involve others in the development of data sources
- Successfully complete a research project

Session 4

Excel Tips and Tricks: Organizing and Visualizing Data

An important part of the analyst role is collecting data about a variety of project topics. But what do you do with the data? And how do you use it to support your recommendations? There are a variety of powerful tools to organize and visualize data that can help illustrate facts in a compelling way. We'll cover some of these tools and show you how to get the most from them. At the end of this session, you will be able to:

- Identify a variety of software to organize and visualize data
- Use advanced Excel techniques (Pivot tables, VLOOKUP, formulas) to sort and manipulate data
- Identify themes and trends from complex data sets
- Create charts and diagrams to visualize key points from the data

Session	Course/Element

Session 5

Effective Time and Resource Management
With only 40 hours a week to get everything done, you have two options: 1) cross your fingers and hope it all gets done, or 2) be efficient! As much as we would like to endorse "hope" as a strategy, it's probably more realistic to focus on crucial time management skills. At the end of this session, you will:

- Recognize the tools essential for successful meeting management
- Gain insight into managing up, managing team members, and keeping stakeholders engaged.
- Revisit decision-making to ensure decisions are made at the right level, by the right people.

--AND--

Panel Session 1: Life-Work Balance and Resilience
The job title "management analyst" is widely used in local government. While roles and responsibilities vary from agency to agency, the position frequently takes on a variety of general work while also leading and supporting a wide array of staff projects. Priorities are constantly changing, so you have to move fast to figure things out and keep up. But how do you keep up without burning out?

A panel of local government professionals will join us in discussing the importance of life-work balance and personal resiliency while sharing tips and techniques they have found to be beneficial in addressing work stressors and increasing focus. The panel will be followed by Q&A with the panel and an opportunity for attendees to discuss application of what they have learned.

Session 6

Budgeting 101
Public budgeting can seem complicated, but a fundamental understanding of department or program budgets allows Management Analysts to help their organizations serve the public. Critical tasks include building budgets, constructing budget reports, and performing audits to ensure efficient and effective use of funds. At the end of this session, you will be able to:

- Determine overall flow of budget and expenditures
- Understand your organization's budget cycle
- Analyze a department/program budget
- Develop budget tracking mechanisms
- Audit a budget to identify errors and anomalies

Session	Course/Element

Session 7

Effective Writing Skills

Writing is an essential part of the Analyst's role. At the core of this skill is the ability to communicate clearly and concisely for all stakeholders, including the public. In this session, we will cover the dos and don'ts of writing so you can prepare policy memoranda and reports that communicate effectively. At the end of this session, you will be able to:

- Provide policy recommendations and rationale
- Draft policy reports that are easily understood by key stakeholders
- Communicate effectively through emails and memos
- Proofread for typos and grammatical errors

Session 8

Mastering Policy Analysis and Development

Management analysts play an important role in developing, implementing, and evaluating policies. As witnessed with the COVID-19 pandemic, designing and implementing policies is critical to the public well-being, especially during unforeseen circumstances. We will practice interpreting policies to increase your awareness of potential policy impacts and improve your policy development skills. After this session, you will be able to:

- Monitor and evaluate the impact of current policies
- Track a policy's lifecycle
- Identify and set objectives for new policies
- Develop policy recommendations
- Understand legislative policy's impact on agency operations

--AND--

Panel Session 2: Advice/Inspiration from Local Government Leaders We will be joined by a panel of local agency leaders as we explore what it means to work in local government and:

- Essential qualities and skills for an Analyst to be successful
- Recommended strategies for self-development
- Methods they found successful for propelling their careers
- Advice for Analysts looking to grow in their positions and/or promote

The panel will be followed by Q&A with panel members and an opportunity for Boot Camp to discuss application of what they learned.

Session	Course/Element

Session 9

Basics of Local Government Contracts

Being an effective analyst or manager includes having the essential skill of developing, designing, and managing contracts. This session aims to provide you with the basic knowledge of why and how contracts are used to secure goods and services in local government. Additionally, you will be introduced to the different kinds of commonly used contracts and will be given best practices for writing and managing them. At the end of this session, you will be able to:

- Identify different types of government contracts
- Understand government contracting's bidding process, legal requirements, and regulatory requirements
- Know the essential elements of a government contract
- Navigate rules and regulations that govern government contracting
- Track the government contract life cycle

Session 10

Navigating the Organization

Understanding the structure and purpose of organizations lays the groundwork for your capacity to succeed by shaping policies and results. This session provides you with a clear understanding of the role, authority, and function of different types of jurisdictions. It also provides practical advice on creating influence with Councils/Boards and your supervisor. They count on you to secure the backing and endorsement of internal and external stakeholders to accomplish objectives. By the end of this program, you will have gained valuable knowledge and skills to enhance your organizational proficiency and attain successful outcomes. You will:

- Understand your organization's structure and its political oversight
- Appreciate your agency's role in the larger region
- Be able to use systems thinking to create change and get buy-in
- Recognize the interaction between trust and influence
- Improve your ability to Influence and work with Others

Session	Course/Element

Session 11   **Presentation Skills**

After you have analyzed, visualized, and written about your policy research and key findings, often analysts must deliver their work effectively in presentation form. This not only requires an understanding of how to create effective PowerPoint slides, but also to speak about them in front of a variety of stakeholders or the public. We will practice creating presentations and delivering with confidence so that you can get your message across. At the end of this session, you will be able to:

- Understand fully what you want to say about your work and its impact
- Create graphs, charts, visuals to help illustrate key points
- Build slide decks to effectively present findings and recommendations
- Anticipate questions from policy makers and the public
- Manage emotions and expressions while responding to stakeholders

Session 12   **Engaging the Local Community**

The focus of local jurisdictions is on serving the community. You serve as a crucial link between your organization and the Community. You may be called upon to facilitate a public meeting, hold one-on-one meetings to explain a process or respond to Public Records requests. At the end of this session, you will:

- Understand the value of community outreach and feedback
- Be able to incorporate community interests into your work product
- Know how to deliver exceptional service, even when dealing with upset residents