



**6-MONTH BOOT CAMP**

- Meets on Wednesdays
- Meets from 8:30-11:30am, PST
- From May 2024 - November 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 Wednesdays from 8:30am - 11:30am, PST

SESSION	DATE	TITLE
Pre-Academy	N/A	Analyst Skills Assessment
Ongoing	N/A N/A N/A	DIY Mentoring Program Skills Development Tools Small Group Projects
1	5/22/24	The Role of the Management Analyst
2	6/5/24	Solving Agency Problems
3	6/26/24	Exploring Research Strategies
4	7/17/24	Excel Tips and Tricks: Organizing and Visualizing Data
5	7/31/24	Effective Time and Resource Management --AND-- <i>Panel Session 1: Life-Work Balance and Resilience</i>
6	8/21/24	Budgeting 101
7	9/4/24	Advancing Your Writing Skills
8	9/18/24	Presenting Information to Others --AND-- <i>Panel Session 2: Advice and Inspiration from Local Government Leaders</i>
9	10/2/24	Basics of Local Government Contracts
10	10/16/24	Navigating Your Organization
11	10/30/24	Engaging the Local Community
12	11/13/24	Mastering Policy Analysis and Development



## **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
<b>Pre-Boot Camp</b>	<p><b>Analyst Skills Assessment</b></p> <p>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.</p>
<b>Ongoing</b>	<p><b>DIY Mentoring Program</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Understand mentoring benefits and how to select an effective mentor</li> <li>• Make the most of your mentoring relationship</li> <li>• Understand the stages of the mentoring relationship</li> <li>• Track goals and objectives identified</li> </ul> <p><b>Professional Development Plan</b></p> <p>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.</p> <p><b>Small Group Projects</b></p> <p>Attendees will work with small groups on specific projects outside of the Boot Camp courses. We've designed a variety of projects to provide:</p> <ul style="list-style-type: none"> <li>• An opportunity to practice key skills from the Boot Camp</li> <li>• A local government context for the challenges facing you</li> <li>• Multiple opportunities to network</li> </ul>
<b>Session 1</b>	<p><b>The Role of the Management Analyst</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Understand the breadth of the management analyst role.</li> <li>• Know and be able to use the steps in a process to complete staff work, and outline steps for resolving agency issues.</li> </ul>

Session	Course/Element
<b>Session 2</b>	<p data-bbox="386 331 1536 373"><b>Solving Agency Problems</b></p> <p data-bbox="386 373 1536 583">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:</p> <ul data-bbox="438 598 1536 850" style="list-style-type: none"><li data-bbox="438 598 1536 682">• How critical thinking applies to your role, respectfully question direction, and identify when an agency direction needs to be modified.</li><li data-bbox="438 682 1536 766">• The importance of clarity in decision-making to ensure everyone understands and accepts their role in the decision-making process.</li><li data-bbox="438 766 1536 850">• Tools for process improvement and how to use them to facilitate getting work done more efficiently.</li></ul>
<b>Session 3</b>	<p data-bbox="386 898 1536 940"><b>Exploring Research Strategies</b></p> <p data-bbox="386 940 1536 1150">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:</p> <ul data-bbox="438 1165 1536 1333" style="list-style-type: none"><li data-bbox="438 1165 1536 1207">• Use a number of different research methodologies and sources</li><li data-bbox="438 1207 1536 1249">• Develop a research plan</li><li data-bbox="438 1249 1536 1291">• Identify how to involve others in the development of data sources</li><li data-bbox="438 1291 1536 1333">• Successfully complete a research project</li></ul>
<b>Session 4</b>	<p data-bbox="386 1381 1536 1423"><b>Excel Tips and Tricks: Organizing and Visualizing Data</b></p> <p data-bbox="386 1423 1536 1675">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:</p> <ul data-bbox="438 1690 1536 1904" style="list-style-type: none"><li data-bbox="438 1690 1536 1732">• Identify a variety of software to organize and visualize data</li><li data-bbox="438 1732 1536 1816">• Use advanced Excel techniques (Pivot tables, VLOOKUP, formulas) to sort and manipulate data</li><li data-bbox="438 1816 1536 1858">• Identify themes and trends from complex data sets</li><li data-bbox="438 1858 1536 1904">• Create charts and diagrams to visualize key points from the data</li></ul>

Session	Course/Element
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**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
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**Session 7****Advancing Your 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****Presenting Information to Others**

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

--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
<b>Session 9</b>	<p data-bbox="394 342 954 378"><b>Basics of Local Government Contracts</b></p> <p data-bbox="394 384 1511 663">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:</p> <ul data-bbox="443 680 1479 934" style="list-style-type: none"><li>• Identify different types of government contracts</li><li>• Understand government contracting's bidding process, legal requirements, and regulatory requirements</li><li>• Know the essential elements of a government contract</li><li>• Navigate rules and regulations that govern government contracting</li><li>• Track the government contract life cycle</li></ul>
<b>Session 10</b>	<p data-bbox="394 997 812 1033"><b>Navigating the Organization</b></p> <p data-bbox="394 1039 1516 1402">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:</p> <ul data-bbox="443 1419 1471 1627" style="list-style-type: none"><li>• Understand your organization's structure and its political oversight</li><li>• Appreciate your agency's role in the larger region</li><li>• Be able to use systems thinking to create change and get buy-in</li><li>• Recognize the interaction between trust and influence</li><li>• Improve your ability to Influence and work with Others</li></ul>



Session	Course/Element
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**Session 11****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

**Session 12****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--

**Project Presentations**

Small groups will present their projects and take feedback and questions from the larger group. Discuss key learning takeaways with your peers and trainers, and any plans for applying concepts at your agencies.