

Building Teamwork & Collaboration

Teamwork is an integral skill in our personal and professional lives. This session will focus on team engagement and collaboration. Learn strategies to become a more effective team member and thrive in a team environment. Identify how you can address the challenges of team leadership and improve your effectiveness when managing teams.

This seminar is approved for 1.5 points towards either a CMC or MMC designation. RMC Professional Development hours are pending approval.

MC-4032-SP20-1 Atlantic City
Hard Rock Hotel & Conference Center
1000 Boardwalk
Room To Be Announced
Monday, April 27
12:00 p.m. - 3:00 p.m.
Instructor: Donna Conrad MS, SPHR - HR Consultant
\$150

International Institute of Municipal Clerks

The International Institute of Municipal Clerks (IIMC) promotes continuing education and certification, professional development programs, networking solutions and other opportunities. The IIMC provides two certifications, earned through participation in educational programs and involvement in a variety of professional development activities - the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). Additional information is available on their website at www.iimc.com.

Please be advised that the Municipal Clerks Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing the IIMC's CMC and/or MMC designations. Please visit NJClerts.org for the application and more information.

RUTGERS

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CENTER FOR GOVERNMENT SERVICES
Rutgers Lifelong Learning Center
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901



Please note our
new address

CENTER FOR
GOVERNMENT SERVICES

International Institute of Municipal Clerks

**Certified Municipal Clerk Institute
Master Municipal Clerk Academy**

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2020 SCHEDULE



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REGISTRATION INFORMATION

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained by using any of the following three methods:

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu/>)
- 2) Check or money order payment by mail or in person.
- 3) Authorized voucher or purchase order.

Upon receipt of a completed registration form and payment, a class space is reserved for the student.

Course Cancellation Policy: CGS reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

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REGISTRATION FORM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:

MUNICIPAL CLERK PROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES

Rutgers Lifelong Learning Center

3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901

Or fax to: 732-932-3586

**Please note our
new address**

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ Zip _____

Home Address

Street _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Work _____ Extension _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Course Title Building Teamwork & Collaboration

Course ID MC-4032-SP20-1

Course Location Hard Rock Hotel & Conference Ctr, Atlantic City

Course Fee \$150

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.