

California Building Officials

Building Officials Leadership Academy



Leadership
Networking
Budgeting
Communications
Mentorship
Ethics

Building Success



Building Officials Leadership Academy

PROGRAM OVERVIEW

California Building Officials has launched a new yearlong leadership program entitled the **Building Official Leadership Academy (BOLA)**. The BOLA program has been developed to maximize the leadership capabilities of seasoned public safety professionals, in addition to those who seek a future within California's building departments.

The Executive level coursework of the BOLA program is intensive, and program participants will be expected to spend a great deal of outside time studying the course materials. To assist and encourage completion, each participant will be assigned an Advisor/Mentor to provide advice, guidance, and serve as an overall resource. In addition to Advisor/Mentor, the BOLA participant will become an active part of the network of program peers who can utilize each other's talents and strengths. Members of this class will also be assigned an organizational policy committee in which participation will become an in-depth study of itself as to how to participate in a group and how to bring those ideas to fruition.

The BOLA program will be launched at our organization's upcoming annual meeting, which will be held in Los Angeles/Universal City February 14-17, 2012. Students who successfully complete the required courses will be recognized and honored through the official graduation ceremony at the next annual meeting.

PROGRAM DETAILS

COSTS:

The cost of the Building Officials Leadership Academy is \$2,500, which includes all courses and materials. Payments can be made quarterly.

DATES:

CALBO Annual Business Meeting - February 14-15, 2012

Courses: Creating an Administrative Foundation for a Successful Building Department & Budgeting and Finance for Building Officials

CALBO Education Week San Ramon – September 2012 (4 days)*

Courses: Leadership and Development Skills for Today's Workforce, Legal Aspects Related to Code Administration, Applied Ethics for Building Officials, & Public Service Communications

CALBO Education Week Ontario – October 2012 (4 days)*

Courses: Leadership and Development Skills for Today's Workforce, Legal Aspects Related to Code Administration, Applied Ethics for Building Officials, & Public Service Communications

CALBO Annual Business Meeting - February 18-19, 2013

Courses: Critical Thinking for Today and Tomorrow & Graduation Ceremony

*The same courses are offered in both the northern and southern Education Weeks. Students only have to attend one of the events.

ACADEMY COURSES INCLUDE:

- Creating an Administrative Foundation for a Successful Building Department
- Budgeting and Finance for Building Officials
- Leadership and Development Skills for Today's Workforce
- Legal Aspects Related to Code Administration
- Applied Ethics for Building Officials
- Public Service Communications
- Critical Thinking for Today and Tomorrow

Course Descriptions

Applied Ethics for Building Officials – 0.6 CEUs

The course examines the theoretical and practical problems of moral conduct in the public sector particularly as a Building Official. The course emphasizes both the philosophical foundations of ethical conduct and the practical problems encountered in the day-to-day conduct of the building official's duties including a discussion of personal life structure and social media networks. The course includes discussion of case studies and practical problems involving the public and the role of the building official in balancing business and personal values with organizational ethics, and making good decisions when ethical dilemmas arise. The course identifies the characteristics of ethical management, how to handle common human resource issues, and address ethical dilemmas of employees and subordinates. How to recognize and prevent unethical behavior, conduct an intervention meeting, and promote ethical behavior in the workplace.

Budgeting and Finance for Building Officials – 0.6 CEUs

This course takes an in-depth look at the budgeting process for building departments and will give a Building Official the tools to properly operate and function in today's economy. The course will give a hands-on approach to the line item budget and methods to justify expenditures and demonstrate how to offset them with the revenues. Focus will also be given to complex issues, such as, revenue projections and fee studies to help recover operating expenses of issuing permits, plan review and building inspections.



Creating an Administrative Foundation for a Successful Building Department – 0.6 CEUs

This course explores the day-to-day challenges of operating a building department. Attention will be given to personnel matters and developing quality employees. We will discuss how written policies and procedures help foster a consistent approach for your staff and will result in an expectation of good service to the public. The course will review specific expectations of IAS and ISO in regards to how a building department should operate.

Critical Thinking for Today and Tomorrow – 0.6 CEUs

Critical Thinking is a structured process for evaluating all types of information. In the profession of code regulation an individual is approached daily by economic, political or emotional pressures in order to influence our decisions, policies, and practices. Our ability to maintain an intellectual, ethical and emotional balance of these various influences is tied to how we learned to process and evaluate information. The ancient Greeks successfully developed the structure of Critical Thinking as a tool for handling information associated with decision-making. Today, Critical Thinking is considered one of the foundations of western civilization policy making. This new seminar is designed to refresh, or introduce, Critical Thinking skills for the Building Official, Department Director, or City Manager of today and tomorrow.



Course Descriptions

Leadership and Development Skills for Today's Workforce— 0.6 CEUs

This is an interactive course that engages the students in leadership and development skills needed in today's workforce. Individual skills and team-building skills will be outlined and discussed. In today's workplace all managers must possess the ability motivate, develop, and lead their staff. This course will help each individual develop into a respected and effective manager.

Certificates of Completion & Graduation: Certificates will be provided for each course. All students who complete the Building Officials Leadership Academy will be given an academy diploma and may participate in the graduation ceremony at the 2013 Annual Business Meeting.

Special Needs: If reasonable special accommodations or dietary needs exist for a registered student, please notify CALBO staff at least 15 days prior to beginning of the academy.

Legal Aspects Related to Code Administration – 0.6 CEUs

The course examines the legal processes and statutes of Codes Administration complimenting the “Building Department Administration” course with an in-depth look at the Federal, State and Local statutes related to the role of the Chief Building Official in the building and safety function. The course includes examination of the history and development of Codes and the legal statutes governing Codes administration; forms of Government; Enabling statutes for building code enforcement, the purpose of Codes and standards; proper use of Codes; policies and interpretations; statutes for recordkeeping; administrative and enforcement actions and legal issues related to zoning, covenants, subdivisions and property rights. This course is designed to provide Chief Building Officials and senior staff members the opportunity to explore and understand the legalities behind management of a building and safety operation.

Public Service Communications – 0.6 CEUs

This course will prepare students for the communication demands placed on today's Chief Building Officials. Department and staff relations, Council interactions, customer outreach, and media techniques will all be discussed in detail. Students will learn how to develop a professional self-image and understand how to implement department messaging. Presentation skills and writing techniques, such as report writing, will also be addressed. Throughout the program students will use the presentation skills learned during this course to address their fellow classmates.

Registration | 2012-2013 Building Officials Leadership Academy

Full Name _____

Title _____

Jurisdiction/Company _____

Address _____

City, State, Zip _____

Email Address _____ Phone Number _____

Payment Information

The cost of the Building Officials Leadership Academy is **\$2,500**, which includes all courses and materials. Please mail the completed registration form and payment to CALBO, 1225 8th Street, Suite 425, Sacramento, California 95835 or fax the information to 916.442.3616.

Invoice – P.O. # _____ Check (payable to CALBO) Credit Card (please complete the fields below)

Credit Card _____ (Discover and American Express Not Accepted)

Expiration Date _____ Signature _____

Billing Address (if different from above) _____

Quarterly Payments

I would like to make payments on a quarterly basis (\$625 each). February 2012 (or before), June 2012, October 2012, February 2013

Your quarterly payments will be made based on the information provided above. If your first payment is made with a check, CALBO will invoice you quarterly for the following three payments.

Cancellations must be made at least one week prior to the beginning of the academy. A 5% processing fee will be assessed to all cancellations. No refunds will be given to cancellations received less than a week before the beginning of the academy. No shows are still responsible for their registration fees.

Questions? Call CALBO at 916.457.1103.

California Building Officials

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www.calbo.org