Society of Local Government Managers of Alberta

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PROFESSIONAL DEVELOPMENT REPORTING FORM

Name:

For the Period: Employer: Position/Title:

	PROFESSIONAL DEVELOPMENT ACTIVITIES							
TYPE			SPONSOR		AREA	HOURS REPORTED BY YEAR		
	Structured				Professional Management Skills Development	PAST YEAR	TO DATE	
1. 3	Seminar	1.	SOCIETY		•			
2. (CORRESPONDENCE COURSE	2.	UNIVERSITY /COLLEGE		100 Management for Staff Effectiveness			
3	TECHNICAL WRITING	3.	IN-HOUSE		200 Policy Formation			
4. l	LECTURE COURSE	4.	OTHER PROFESSIONAL ORGANIZATIONS		300 Service Delivery			
5. (CONFERENCE	5.	GOVERNMENT		400 Strategic Management Leadership			
	TEACHING	6.	MANAGEMENT SERVICES ORGANIZATIONS		500 Democratic Responsiveness			
7	TECHNICAL COMMITTEE ACTIVITY	7.	OTHER		600 Organizational Planning & Management			
					700 Communications			
8. Ti	UNSTRUCTURED ECHNICAL READING				800 Ethics			
	SELF/STUDY PROGRAMMED							
					PERSONAL SKILLS DEVELOPMENT			
					920 Personal Growth			
					930 General Education			

SEE GUIDELINES FOR EXPLANATIONS (OVER)										
DESCRIPTION OR TITLE OF ACTIVITY	D)ate			Refer to code above (one code per Explanation)					
	Y	Y	/ M	M	Туре	Sponsor	Area			Hour
								-	-	
								-	-	
								-	-	

PROFESSIONAL DEVELOPMENT REPORTING FORM GUIDELINES

TYPE Refers to the method by which a professional development activity was taken

1.	SEMINAR	Programs of one-half to five days duration where a full time moderator was present
2.	CORRESPONDENCE	Programs requiring formal submission of assignments with self- study
3.	TECHNICAL WRITING	Writing technical articles
4.	LECTURE COURSE	Programs which require your regular weekly attendance in a class room setting
5.	CONFERENCE	Participation in technical settings
6.	TEACHING	Lecturing and or making a formal program. or developing a local government management module or exam
7.	TECHNICAL COMMITTEE	Serve as a member of a technical committee
8.	TECHNICAL READING	Reading technical articles
9.	SELF-STUDY/PROGRAMMED LEARNING	Programs requiring no submission of assignment or assistance from other parties, which use a combination of delivery modes i.e. workbooks, audio cassette, video tapes, etc.
<u>Sp</u>	ONSOR Is the organization which de	veloped and/or delivered the professional development activity
1.	SOCIETY	Any programs offered by the Society i.e. conferences, seminars, distinguished speaker tours
2.	UNIVERSITY/COLLEGE/ TECHNICAL SCHOOL	Self explanatory
3.	IN-HOUSE	Programs provided by your employer
4.	OTHER PROFESSIONAL ORGANIZATIONS	Programs provided by those organizations whose study requirements lead to a professional designation

- 5. GOVERNMENT
- 6. MANAGEMENT SERVICES ORGANIZATIONS
- 7. OTHER Programs provided by associations affiliated with a particular industry i.e. Canadian Chamber of Commerce, banks, trust companies, credit unions, etc.

consulting firms

agencies or associations

Programs provided by all levels of government, government

Organizations which provide programs to management i.e.