

MMIA TRAINING PROGRAMS

MMIA provides a wide variety of training opportunities to Montana's Cities and Towns. These training programs are provided at *no charge* to the municipality and can be customized to meet the specific needs of the municipality. Please contact Priscilla Ellis or John Cummings at (800) 635-3089 for more information.

COURSES AVAILABLE THROUGH THE MMIA UPON YOUR REQUEST:

Liability 101:

This is a two (2) hour course dealing with the principal issues of tort liability faced by Montana municipalities. Participants learn the elements that must be proven in a successful tort claim as a basis for managing civil liability exposures.

Sexual Harassment, Diversity and Discrimination Prevention:

This is a one (1) hour course that focuses on what sexual harassment is, how to prevent it in the workplace, and how to effectively deal with it when it occurs. This course also provides an overview of the ADA, ADAAA, EECO, FMLA and the interactive process required in determining reasonable accommodations in the workplace.

Supervisory 101:

This is a two to four (2-4) hour course that focuses on the fundamentals of being a good supervisor, and the pitfalls of poor supervision.

Montana Wage & Hour Provisions:

This is a one (1) hour course that focuses on wage and hour issues faced by Montana municipalities.

Personnel Policy Manual Development:

MMIA will provide one-on-one training to assist municipalities evaluate current, and develop new, policies and procedures.

Successful Performance Appraisal:

This is a one (1) hour course that focuses on the fundamentals of performing accurate and informative employee appraisals.

Position Description Development:

This is a one (1) hour course that focuses on the fundamentals of developing effective municipal position descriptions.

Human Resource Management:

This is a (2-4) hour course that focuses on setting up an effective and efficient human resource function for your municipality. Topics include Personnel Policy Manual Development, Corrective Action and Discipline, Performance Appraisal Formats, and a broad spectrum of State and Federal laws and rulings.

MLEA Basic:

The MMIA teaches a two (2) hour civil liability course at each basic academy run through the Montana Law Enforcement Academy. In this course, cadets are exposed to risk management principals and how they apply in the law enforcement arena.

Workers Compensation 101:

This training focuses on best practices for claims management including local claims review and the benefits of establishing an early return to work program.

Contracts 101:

This course reviews contract issues between municipalities and contractors, insurance coverage and best practices. Also a packet with sample language, certificates of coverage and relevant MCA code is provided.

Sewer Maintenance Best Practices 101

This one and a half (1.5) hour course concentrates on the best practices and rationales for performing sewer system maintenance and keeping sewer maintenance records. Also covered are water service shut-off best practices. Sample record keeping forms for both of these operations will be provided.

Safety Program Implementation:

This training focuses on assisting communities set up customized safety and risk management training programs and how to come into compliance with the Montana Safety Culture Act.

Safety Incident Reports & Logs:

This training focuses on how to document injuries, near misses, or potential workplace hazards.

Job Analysis & Safety Auditing:

This training focuses on analyzing specific positions in regard to maintaining a safe work environment. In addition, this training reviews sample internal safety auditing tools that could be customized for your municipality.

Accident Investigation:

This one (1) hour training covers the best practices for investigating accidents and incidents, record keeping and recording of injuries and how to take corrective actions to prevent accidents and incidents in the future.

Customized Training

If your city/town finds that you have training needs that you don't see on this list, please contact us. We will discuss with you the possibility of creating customized training to meet your specific needs.

COURSES AVAILABLE THROUGH MMIA'S PARTNERSHIP WITH THE MONTANA LAW ENFORCEMENT ACADEMY:**MLEA Basic Communicators:**

In addition to MLEA basic, the MMIA teaches a (2) hour course at the Basic Communicators Academy. This course focuses on liability issues arising out of emergency service dispatch operations.

Domestic/Sexual Violence:

This two (2) hour training focuses on liability issues associated with Domestic Family Member Assault issues.

MLEA Mental Illness Intervention:

The Law Enforcement Academy teaches a two-day course on how to recognize and successfully intervene with mental health crises. The course is designed to help law enforcement, mental health providers, friends & families of the mentally ill, probation officers, and detention facility employees.

CONFERENCES WHICH OFFER TRAINING IN FULL OR PART THROUGH MMIA

Tillotson Program:

Each year the MMIA holds a (12) hour (1 ½ day) conference for municipal attorneys to provide training on municipal liability issues. The conference is held in May of each year in conjunction with the Clerks and Elected Officials Institute.

Clerks & Elected Officials Institute:

This is a (2) hour version of Liability 101 but geared more toward issues involving city council members and/or administrators.

Mayors' Academy:

In partnership with Montana State University and the Local Government Center, the MMIA puts on a (2) day mayors training where mayors are educated on the risks and exposure associated with running a municipal government.

MACOP:

The MMIA sponsors a speaker every year to provide (8) hours of training for the Montana Chiefs of Police Association/Montana Police Protective Association Conference.

Montana Rural Water Conference:

The main goal of the Annual Montana Rural Water System's Conference is to train and inform managers, operators, and bookkeepers so that the operation and management of the system can be improved to ensure a safe and adequate supply of drinking water for all Montanans and maintain clean rivers for Montana's water users.

ADDITIONAL TRAINING COURSE

In addition to the above, the MMIA will provide safety training in the following areas:

- Confined Space
- Blood Borne Pathogens
- HAZ/COM-HAZ/MAT
- Trenching/Excavations
- Montana Safety Culture Act Compliance
- Lock Out Tag Out
- Risk Management Financial Analysis
- Back Safety
- Volunteer & Seasonal Employee Management
- Proper Use: Personal Protective Equipment
- Certified Defensive Driving
- Early Return to Work
- Respiratory Protection
- ***Customized Risk Management Training is always available upon request***

While the MMIA can and will provide safety training for our members, we tend try to defer on safety training to the State of Montana Department of Labor Safety Bureau. The Safety Bureau offers training free of charge and provides more of an expertise in these areas.

For more information on the Montana Municipal Interlocal Authority, go to:
www.mmia.net

