

Durham College – Micro Training Summary

We targeted a program that is made up of three short courses that will prepare someone who otherwise has the knowledge and skills needed for a Municipal job. It is important to note that we are not taking somebody and trying to teach them everything they need to know for a specialized position. We are trying to give them the piece of learning that will address the gap that exists because they've never worked in a municipality before. The three courses that we're looking at, fit together hand in glove.

The first one is called "Government Structure: Roles and Responsibilities". This looks at the jobs in municipal government, understanding who does what. It's not just done in isolation of rural municipalities, or municipalities in general, it's done within the context of provincial and federal government. We are giving that context so people will understand the who does what,

Once they have a basic understanding of the structure and roles and responsibilities they shift to the second course, "Municipal Legislation and Governance". This course speaks to the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act. Additionally, they will go through the Ontario Municipal Records Management System so that they have that exposure.

The third course, "Effectiveness Within Municipal Government", will begin to bring it all together. In this third course, we will go through and take the learnings from the first two courses and leverage their existing skills in things like teamwork, problem solving, leadership, and collaboration and focus on how to apply all this knowledge to work with taxpayers and other people in the office in order to provide top quality service. This course will include different opportunities for students to apply their learning.

The goal of this program is to, to the greatest extent possible, give students learning that would otherwise be acquired through experience, so that they can go in and be effective in the roles. The goal is to have this ready to start running in the winter term in January.