



**Zone 5
Fall Meeting Registration Form
Thursday October 24, 2019**

Bayview Wildwood Resort. 1500 Port Stanton Pkwy, Severn Bridge, ON
Rooms at Bayview Wildwood in the AMCTO block are \$150/night and can be booked by calling 1 (800) 461-0243.

Zone 5 Fall Meeting: Thursday October 24, 2019 8:30am to 4:30pm and **Workshop:** Friday October 25, 2019 8:30am to 4:00pm

Municipality: _____

Name: _____

Position: _____

Email: _____

Phone: _____

First time attendee: Yes No Retiree: Yes No

MEETING/WORKSHOP OPTIONS:

- ZONE 5 MEETING (Thursday, October 24, 2019)**
Registration Fee: \$50.00
- DINNER (Thursday, October 24, 2019) served at Bayview Wildwood Resort – Three course meal \$45 per/person**
- HOSPITALITY (Thursday October 24) – Paint Nite following dinner. Limited space available. Sponsored by Barriston Law.**
- MANAGING ME - PERSONAL PRODUCTIVITY WITH DOUG HEIDEBRECHT (Friday October 25).**
Learn about Priority mapping, Paying your Priorities First, Finding Time to Think, Holding Strategic Team Huddles, Mastering the Mental Game and Taming the "Email Monster."
Registration Fee: \$ 200

Total Amount Submitted: \$ _____

Please make cheques payable to "AMCTO ZONE 5" and mail with your completed registration form by October 14th 2019 to:

Andrea Bull, CMO, Treasurer, Zone 5
c/o County of Haliburton
PO Box 399, 11 Newcastle Street
MINDEN ON K0M 2K0

Fax: 705-286-4829

E-mail: abull@county.haliburton.on.ca (suggested to email forms prior to putting them in the mail)

Any Dietary Restrictions? _____



Managing Me

Personal Productivity at AMCTO

Content list for a full day workshop:



The Visual Explorer exercise.

Δ Connecting with our bigger picture priorities and learning objectives.



Priority Mapping. The bridge from long-term strategy to short-term execution.

Δ Assessing our Strategic goals against The 5 Key principles of execution to identify gaps and corresponding opportunities to take our planning and execution to the next level.

Δ Creating a clear, visually effective Priority Map that answers the question "In order to achieve my Goals for this year, what do I want to get done this month?"



Pay Your Priorities First. Practical, real world time blocking strategies that busy leaders are using to carve out more time for leadership and other strategic priorities (even though other requests are waiting, email remains unanswered and someone wants us at a meeting). This module includes best practices for managing expectations and how to diplomatically push back on some lower priority meetings, requests, etc.



Time to think (and Innovate). The business case for deep, strategic thinking in the new economy. Shifting our mindset from "thinking/planning time is a nice luxury when I get the chance" to "thinking time is an absolute necessity for surviving and thriving". Tips and best practices to create windows of high quality, "decontaminated" thinking time.



Strategic Team Huddles (and other Team Productivity practices) More than ever, good team huddles are proving to be one of the single most effective, practical productivity tools a leader can use - build alignment, focus and engagement with their teams. This module helps experienced leaders raise their "huddle" game and support greater productivity with their team. (potentially including delegation planning and the Team "power hour".)



Mastering the Mental Game. The mental game represents the new frontier of Personal Productivity. This module helps time crunched leaders "show up" the way they want to show up as leaders - and build the mental strength to stay resilient, focused and positive in a world of unprecedented change and distraction. (Applying mindfulness, gratitude, growth mindset strategies to the Leadership role).



Taming the Email Monster. Best practices to help us filter and organize high volumes of email. Keeping our Inbox relatively clean and less overwhelming.