



AMCTO
THE MUNICIPAL EXPERTS

Career Development Packages

Information Session

June 2024



Agenda

- Challenges in Staff Retention
- Talent Development and Skillsets
- Career Development Packages (CDPs)
- Benefits of CDPs
- Important Considerations
- Application/Registration
- Next Steps
- Questions



Challenges in Staff Retention

- Competition for talent
 - Factors include compensation, benefits, flexible work, organizational culture
- Municipal “poaching”
 - Attracting experienced/trained staff rather than developing within
- Increased workload = burnout
 - Doing more with less, new downloaded services
- Declining staff to council/public relationship
 - Increased demand and hostility affecting overall culture and satisfaction
- Staff retirements
 - Overall demographic of sector creating knowledge and experience gaps

Talent Development and Skillsets

- Organizational succession planning often not fully addressed
 - Talent management, skill inventory, and development, strategic recruitment
 - Lack of organizational capacity, expertise and/or prioritization
- No defined path for succession for most municipal professionals – especially those looking to achieve roles in management or organizational leadership
 - Despite different subject matter expertise, are there common elements that will prepare staff for career?

Talent Development and Skillsets

What are the key career development skill sets?

- Municipal-specific education
 - Do you/they understand municipal government?
 - Finance, operations, law, policy development, strategic planning, etc.
- Municipal-specific experience
 - Do you/they have experience working in or managing in a municipal government environment
 - People/HR, budgeting, council, etc.
- “Power” or “soft” skills development
 - Do you/they understand their environment and can effectively navigate it?
 - Communication (council, public), political acuity, problem-solving, emotional intelligence, etc.



Career Development Packages

What are the Career Development Packages (CDPs)?

- CDPs are curated groups of AMCTO programs and services aimed at addressing individual skill gaps and preparing municipal professionals for career growth
- Programs and services within each package:
 - Education
 - Professional Development
 - Accreditation
 - Membership
 - Mentorship
- CDPs are offered at a significant discount (**25%**) from market rates
- There are 3 streams of CDPs available: Early Career, Legislative, and Leadership



Early Career Stream

(4-year program)

- Education
 - Diploma in Municipal Administration
 - MAP, MAFP, MLP, and HR
- Professional Development
 - Registration to one (1) AMCTO Forum each year
- Accreditation
 - Accredited Municipal Professional (AMP)
- Membership
 - AMCTO Full Member
- Mentorship
 - Participation in the AMCTO mentorship program for one (1) year
 - minimum – as a mentee





Legislative Stream

(3-year program)

- Education
 - Municipal Clerks Institute (Level I and II)
 - Municipal Law Program
 - Parliamentary Meeting Protocol Course
- Professional Development
 - Registration to one (1) AMCTO Forum each year
- Accreditation
 - Accredited Ontario Municipal Clerk (AOMC)
- Membership
 - AMCTO Full Member
- Mentorship
 - Participation in the AMCTO mentorship program for one (1) year – minimum – as a mentee or mentor





Leadership Stream

(2-year program)

- Education
 - Executive Diploma in Municipal Management
 - AMCTO-Ivey Canadian Municipal Leadership Accelerator
- Professional Development
 - Registration to one (1) AMCTO Leaders Forum each year
- Accreditation
 - Certified Municipal Officer (CMO)
- Membership
 - AMCTO Full Member
- Mentorship
 - Participation in the AMCTO mentorship program for one (1) year – minimum – as a mentor



Benefits of Career Development Packages

Who should consider applying for a CDP?

- Early Career Stream
 - New Professionals not currently/previously enrolled in AMCTO education program
 - Perfect for newer staff (2-3 years' experience) looking at focused growth
- Legislative Stream
 - Legislative staff (Clerks, Deputy Clerks) prepared to demonstrate overall knowledge
- Leadership Stream
 - Current and aspiring municipal leaders seeking exposure to municipal-specific management and leadership content
 - Sector leading accreditation (CMO), demonstrating one's leadership skillset

CONSIDER FOR YOURSELF AND/OR YOUR STAFF

Benefits of Career Development Packages

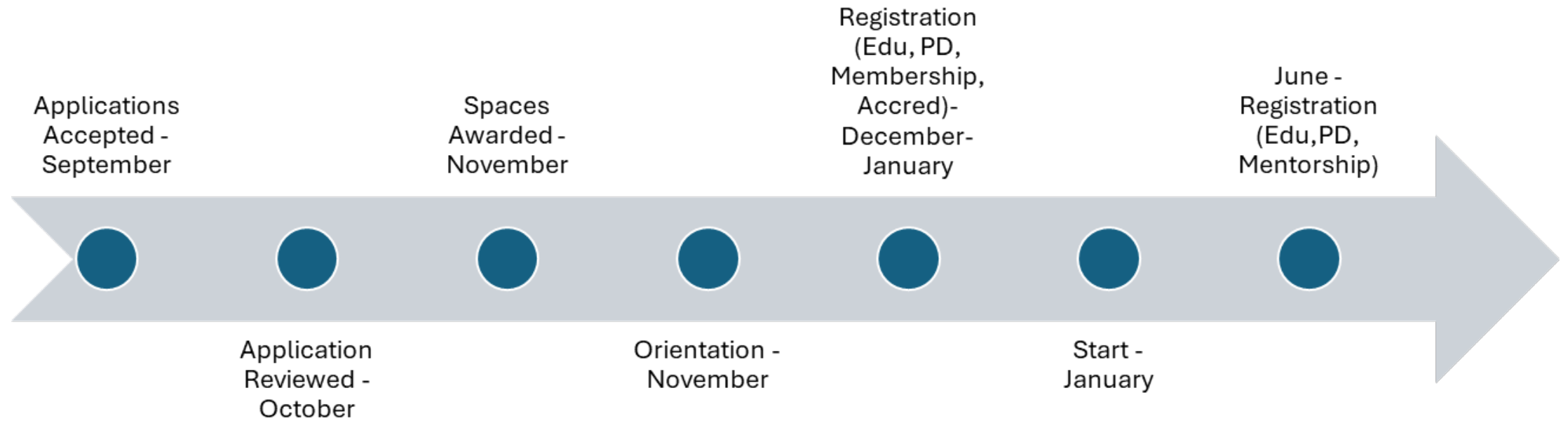
- Defined paths for a “complete” municipal professional
 - Staff completing the program will have documented municipal-specific education, experience, and personal development
- Increased connection between municipality and individual
 - Encouraging municipal organizations to recognize employee/leadership development as part of succession planning
 - Demonstrates employer commitment to employee development
- Increased individual marketability
 - Upon completion, AMCTO members will be able to market their skills better, helping them achieve their professional advancement goals and strengthening the employee pool for the municipal sector.
- Significant overall savings to municipalities
 - Bundling and discounting of AMCTO offerings represents thousands of dollars in savings to municipal staff training and development budgets

Important Consideration

- Only ten (10) packages per CDP stream for 2025
 - Based on current program capacity
 - First come, first served
 - Additional spots may be opened in future years should there be demand
- CDPs are aggressive
 - Participants, particularly those in the Early Career Stream, will require focus and dedication to complete
 - Agreements with the municipal organizations, through direct supervisor, will be required
- CDPs are to be taken as complete packages
 - There are no “exemptions” from CDP components
 - Less flexible than standard AMCTO policies (i.e. deferrals, cancellations, refunds)
 - Prerequisites consistent with traditional individual programs (i.e. accreditation)
- Additional Terms and Conditions



Application/Registration



Next Steps

- For more details, go to www.amcto.com/cdp
- Go back to your municipality and SPREAD THE WORD!
 - Tell your supervisor, CAO/City/Town Manager, Human Resources
- Another CDP information session – August
 - Provided over Zoom
- Prepare for September application release





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Thank You!

Questions?

