

**PROPOSAL
CITY OF CLEARWATER
COUNCIL EFFECTIVNESS WORKSHOP**

The Florida Institute of Government at the University of South Florida (IOG) will present a four-hour "Council Effectiveness" workshop for the Clearwater City Council and senior staff on a mutually acceptable date. The session will focus on communication skills, decision making styles, and improving performance. Ms. Marilyn Crotty, director of the Florida Institute of Government at the University of Central Florida will design and facilitate the workshop.

The following draft agenda can be modified by the city as needed:

Draft AGENDA

- 11:00 a.m. Welcome and Introductions
- Highly Effective City Councils
- Communication Skills
- Two-way communication
- Levels of Listening
- Non-verbal communication
- 12:30 p.m. Lunch
- 1:00 p.m. Decision Making Styles
- Improving Performance
- 3:00 p.m. Adjourn

The city will be responsible for providing an appropriate facility, food service, and travel expenses for the facilitator. The IOG will provide the facilitator, materials, and evaluations.