Database Audit & Cleanup
And
Professionally Speaking

DATE:  Thursday, April 09, 2020
LOCATION:  Fruitport Township Hall, 5865 Airline Road, Fruitport, MI 49415

TIMES:
CLASS 1  Database Audit & Cleanup (4 hrs Con. Ed Credit)
8:00 a.m. – 12:00 noon
Instructor(s): Shila Kiander & Gail Dolbee

CLASS 2  Professionally Speaking (4 hrs Con. Ed Credit)
12:30 p.m. – 4:30 p.m.
Instructor(s): Shila Kiander & Nathan Stein

*Cite class descriptions on page 3

COST:
$35 FOR ONE CLASS or
$50 FOR BOTH CLASSES

PRINTED COURSE MATERIAL
$5 FOR EACH CLASS

Make checks payable to:
Muskegon County Equalization

REGISTRATION:
Send complete Registration Form (pg 2) & payment to:
Muskegon County Equalization
173 E. Apple Avenue, Ste. 201
Muskegon, Michigan 49442

Contact Person: Sarah Hansen
hansensa@muskegoncounty.net
231-724-4417

DEADLINE:  MARCH 31, 2020; limit 60 students

NOTES:  Lunch will be provided for those that are attending both classes
Beverages/snacks also provided
Course material will be provided via Email unless a printed copy is requested and paid for
No Refunds or Credit
Registration Form
Class 1: Database Audit & Cleanup
Class 2: Professionally Speaking

1. Name: ___________________________________________________________
   Email address: _____________________________________________________
   Phone: ___________________________________________________________
   Class 1: _____ Class 2: _____ # of Printed Material _____

2. Name: ___________________________________________________________
   Email address: _____________________________________________________
   Phone: ___________________________________________________________
   Class 1: _____ Class 2: _____ # of Printed Material _____

3. Name: ___________________________________________________________
   Email address: _____________________________________________________
   Phone: ___________________________________________________________
   Class 1: _____ Class 2: _____ # of Printed Material _____

4. Name: ___________________________________________________________
   Email address: _____________________________________________________
   Phone: ___________________________________________________________
   Class 1: _____ Class 2: _____ # of Printed Material _____

5. Name: ___________________________________________________________
   Email address: _____________________________________________________
   Phone: ___________________________________________________________
   Class 1: _____ Class 2: _____ # of Printed Material _____

# Attending Class 1 only: _____ x $35.00 = $_________
# Attending Class 2 only: _____ x $35.00 = $_________
# Attending BOTH Classes: _____ x $50.00 = $_________
# of Printed Material: _____ x $5.00 = $_________

TOTAL ENCLOSED: $_________
Course Descriptions

**Database Audit & Cleanup (Class 1):**

This is a generic course that is designed for assessors as an overview of places to start to review data in their databases. How is it organized? What reports can be run to find out? What needs to be cleaned up? Does your database look the same as it did when you took over the roll? While this is not a “BS&A” class or a data mining class, it is suggested that students bring their laptop. This class also includes tips before you bid on a unit.

**Professionally Speaking (Class 2):**

What does it take for an assessor to communicate effectively in today’s world? How do you explain a complex assessment administration system to officials and taxpayers? Get the answers to this along with some hints and helps in this motivational continuing education course. This is not about public speaking; it is about speaking (and communicating) with administration, coworkers and the public.

Assessors have a numerous amount of information that they collect and disseminate. How do we communicate with others as it relates to assessment administration? How we take what we know and share it with others is just as important as the information we have.

This course dives into the “How” of communication in assessment administration. This course will discuss the different ways assessors communicate what we know with others. It will include examples of real-life situations in assessment administration. From phone calls to presentations, this course will offer hints and helps in communicating property tax law.

Part of this course will deal with our actions and reactions to others. It is sometimes hard to state facts and statute to property owners who are emotional and upset. It is hard to be the bearer of bad news, and in many cases our job requires that we communicate things that are hard for taxpayers to hear.

The goal of this course is to offer assessors information on how to communicate with others better.