

## WHO WE ARE

The University of Georgia's Carl Vinson Institute of Government has been helping governments become more efficient, effective, and responsive to citizens for nearly 85 years. Through training and development, customized assistance, application of technology, and studies relevant to government operations and decision making, we have the expertise to meet the needs of governments throughout Georgia.

CUSTOMER SERVICE DEMOGRAPHIC PROFILES OF TRENDS IN REGIONAL, COUNTY, AND COMMUNITY CHANGE  
 ECONOMIC DEVELOPMENT  
 COMMUNICATION SKILLS PERFORMANCE MANAGEMENT  
 ENVIRONMENTAL MANAGEMENT  
 CUSTOMIZED SERVICES TO HELP YOUR GOVERNMENT SUCCEED  
 TRAINING AND DEVELOPMENT  
 GOVERNMENTAL ASSISTANCE  
 HISTORIC PRESERVATION MEETING MANAGEMENT MEASUREMENT STUDIES  
 EVALUATION PERFORMANCE APPRAISAL AND PROMOTIONAL SYSTEMS ASSESSMENTS  
 NEGOTIATION PROJECT MANAGEMENT  
 PLANNING RETREATS PLANNING AND ZONING  
 EXECUTIVE COACHING PARCEL MAPPING  
 TAXATION ORDINANCE, STATUTE REVIEW AND DEVELOPMENT ANNEXATION, INCORPORATION, AND CITY-COUNTY CONSOLIDATION  
 TRAIN-THE-TRAINER  
 STAFFING STUDIES  
 DEPARTMENTAL, ORGANIZATIONAL STRUCTURE, AND OPERATIONS STUDIES SERVICE DELIVERY STUDIES GOVERNANCE FORM AND FUNCTION STUDIES BUDGETING, REVENUE GENERATION, TAX POLICY, AND OTHER FINANCE-RELATED STUDIES TAX EQUITY ANALYSIS/STUDIES  
 ECONOMIC IMPACT STUDIES ECONOMIC DEVELOPMENT STUDIES, PLANNING, AND TECHNICAL ASSISTANCE IMPACT STUDIES



For details on all the services provided by the Carl Vinson Institute of Government, visit [www.vinsoninstitute.org](http://www.vinsoninstitute.org).



## WHAT WE DO

**Training and Development** is available for state and local government elected officials and personnel at all levels and in classroom and online formats, in such areas as

- Communication skills, including media relations and public speaking
- Customer service
- Demographic and employment trends
- Economic development
- Environmental management
- Ethics
- Executive coaching
- Financial management
- Geographic information systems (GIS)
- Gov360™ assessment
- Historic preservation
- Human resources and personnel, including cultural diversity and sensitivity, interviewing and hiring, job roles and responsibilities, performance evaluation, and sexual harassment prevention
- Laws, regulations, and procedures
- Leadership development, including change management, strategic planning, team building, and workforce motivation
- Management development, including conflict resolution, discipline strategies, organizational excellence, and problem solving
- Meetings management
- Negotiation
- Performance management

- Planning and zoning
- Planning retreats
- Project management
- Records management
- Succession planning
- Supervisory development
- Taxation
- Train-the-trainer

**Governmental Assistance** in a wide variety of areas can help state and local officials improve operations, implement cost-cutting strategies, enhance service delivery, use technology effectively, and make informed decisions:

- Departmental, organizational structure, and operations reviews
- Service delivery and equity studies
- Governance form and function studies
- Financial planning and budgetary reviews
- Tax and revenue analysis
- Performance measurement
- Economic impact studies
- Economic development planning and technical assistance
- Ordinance and statute review and development
- Environmental policy assistance and analysis related to air quality, water quality and supply, resources management, land use, sustainability, and more
- Mediation

- Strategic planning
- Meeting facilitation
- City-county consolidation, annexation, and incorporation impact studies
- Program and grant evaluation
- Job classification/compensation plans
- Performance measurement studies
- Employee benefits analysis
- Workplace climate studies
- Evaluation of work processes
- Performance appraisal and promotional systems assessments
- Promotional test development and administration for public safety organizations
- Staffing studies
- Executive searches
- Parcel mapping, addressing systems, data conversions, and Web-based applications using geographic information systems (GIS) technology
- Surveys of service providers, customers, program participants, the general public, and more
- Demographic profiles of state, regional, county, and community trends
- Custom reports from the U.S. Census Bureau's American Community Survey
- Customized research studies to meet specific client needs

For details on all the services provided by the Carl Vinson Institute of Government, visit  
[www.vinsoninstitute.org](http://www.vinsoninstitute.org).