



Government
Frameworks.com

Coaching and Mentoring Program for CAOs

GovernmentFrameworks.com has partnered with experienced Government CAOs to offer a comprehensive coaching and mentoring program tailored to the unique challenges faced by CAOs in municipalities.

Email :
sales@gfwcorp.com

Website :
www.governmentframeworks.com

Phone :
+1 (877) 870 0150

WHAT DO WE OFFER

The learning curve as a new CAO is steep, and at times, it's hard to know which side of the hill you are on. To help you acclimate yourself with the top job, our detailed and across-the-board program can help to ease the stresses that accompany an increased role within the Council or Municipality.



STRUGGLES FACED BY NEW CAOs

Lack of existing processes

Lack of knowledgeable staff

Legacy expectations / organizational norms

Scheduling / availability conflicts

Resourcing (finding the right people and putting them in the right jobs)

Lack of funding

Lack of technology

Inertia and resistance to change

Plus, many more challenges

After considering these struggles we have developed a program to help manage this change and support new CAOs in their roles.

FEATURES OF OUR PROGRAM

We have partnered with experienced Local Government CAOs and developed a comprehensive coaching and mentoring program to help new CAOs ease the stress that comes with starting a new council/municipality.

1 5 Year Training Plan

A comprehensive 5-year training plan, broken down into simple, executable learning outcomes to guide you through

2 Access to experienced CAO

Benefit from mentoring provided by CAO who have decades worth of experience across multiple councils and municipalities.

3 Ongoing support

Continuous support from the GovernmentFrameworks.com consulting and training team to ensure your success.

4 Access to technology to support your vision

GovernmentFrameworks.com has a trusted and proven Local Government Framework supported by efficient and integrated technology systems to support you in your tenure as CAO. Pricing available upon request.



5 YEAR TRAINING PROGRAM

Our coaching and mentoring program is designed to equip you with the skills and knowledge necessary to succeed in your role. We understand that the journey to success can be overwhelming, which is why we have broken down the syllabus to make execution simple and goals achievable.

Key components of the Coaching and Mentoring program

All of the below are delivered in a very considered syllabus delivered by experts in local government.

Each year is broken down into categories of deliverables.

Each task is assigned a CAO responsibility.

Tasks are broken down into what should be completed, each year.

Common challenges for each task have been defined.

Consequences for not completing tasks identified.

Supporting processes are provided for each task.

Supporting documentation is provided for each task, if available.

Each task is assigned a frequency, so you know how often it should be completed.

Assessing the strengths you have brought to the role and areas that require attention, and working to develop those first.

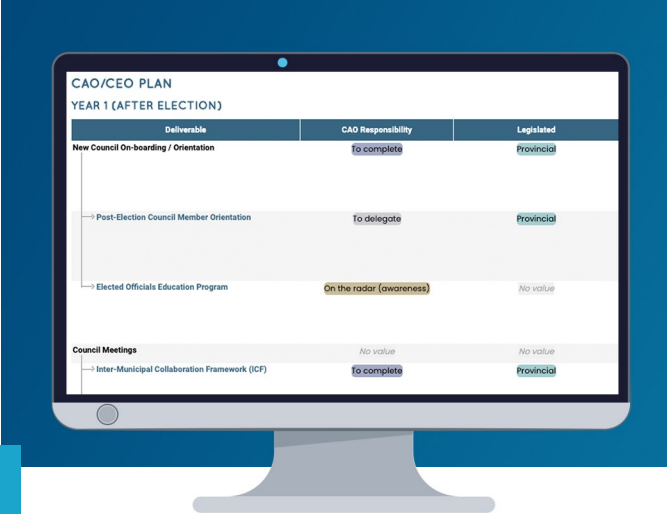


Delivered by Experienced CAOs

Our syllabus, delivered by experienced CAOs, offers a detailed breakdown of tasks, grouped into logical categories on a year-by-year basis.

Example categories include:

- 📁 New Council Onboarding
- 📁 Federal Obligations
- 📁 Provincial Obligations
- 📁 Grant Management
- 📁 Reporting to Council
- 📁 Budget
- 📁 Development Plan
- 📁 Elections



Deliverable	CAO Responsibility	Legislated
New Council On-boarding / Orientation	To complete	Provincial
Post-Election Council Member Orientation	To delegate	Provincial
Elected Officials Education Program	On the radar (awareness)	No value
Council Meetings	No value	No value
Inter-Municipal Collaboration Framework (ICF)	To complete	Provincial



Responsibility and Legislation

Not all tasks should be completed by the CAO. Knowing what you need to complete versus what can be delegated to another staff member will help your municipality run smoother.

Some CAO responsibility options include:

- 📁 To complete
- 📁 To delegate
- 📁 To be aware of

Each task is defined as legislated or non-legislated, and you are guided as to whether the legislation is provincial/state or federal.

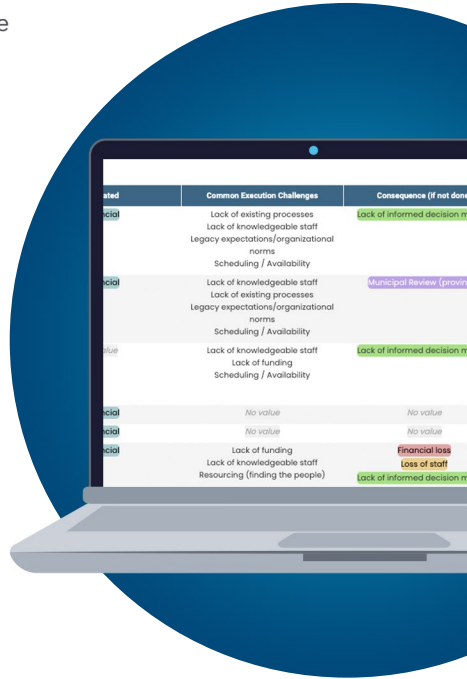
Challenges, Consequences, and Frequency

By identifying common difficulties faced when executing tasks, our program helps you mitigate challenges before they become risks.

Consequences for tasks, if not completed, can range from minor to catastrophic, such as:

- 📁 Lack of informed decision-making
- 📁 Financial loss
- 📁 Staff attrition
- 📁 Administrator being appointed

Each task also includes the frequency (one-off, daily, weekly, monthly, annually, etc.) so you'll always know how often something needs to be done.



A Coaching Program Designed by CAOs, for CAOs

Our dedicated mentors provide examples and guidance to ensure successful outcomes, assisting you to accelerate your development within a transition to a new role, or supporting you as an experienced CAO in an existing role. Our experienced professionals will provide executive-level mentoring on an ongoing basis to ensure you succeed.



WHAT WILL YOU GET OUT OF IT

Well, aside from all the great ready-at-your-fingertips access to an experienced CAO mentor, you'll also benefit from the following:

Reputation

A clear view of what needs to be delivered and a plan for execution leads to a good reputation.

Clarity

With a plan in place and a mentor to call on for any issues that may arise, you'll be equipped to identify and isolate any issues, containing risks internally.

Culture

Through the delivery of your action plan, you will promote and foster a culture of transparency, development, and distinction.

Sustainability

A well-executed plan, with industry-leading support, makes for a sustainable workplace and vision.

Interested? Talk to one of our team!

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CAO Coaching and Mentoring

Are you a new Chief Administrative Officer (CAO) striving to absorb the requirements of an enhanced role, whilst struggling to navigate your council or municipality's unique challenges?

GovernmentFrameworks.com has partnered with experienced Government CAOs to provide you with a comprehensive coaching and mentoring program.

With our detailed and across-the-board support, we can help ease the stresses that come with starting in a new council or municipality.

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