

# Leadership & Management Courses

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# First Line Supervision & Management

## 5-Days (40 Hours) NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel.

### Focus:

- ❑ A comprehensive course directed towards personnel who anticipate promotion, currently serve in a first line supervision or management position, or those who want to compliment their knowledge, skills, and abilities as a supervisor, manager, FTO, CTO, or instructor.



## *Components of the Course:*

- ❑ Principles and practices of supervision, management, leadership, motivation, delegation, and ethics
- ❑ Legal-liability issues
- ❑ Management and personnel styles
- ❑ Performance management process of discipline and employee evaluations and appraisals
- ❑ Problem solving and decision making
- ❑ Conflict and confrontation resolution.

Students participate in discussion along with various individual and group exercises throughout the course.

# Mid-Management

## 3-Days (24 Hours) NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel.

### Focus:

- ❑ A comprehensive course directed towards personnel who currently serve in a Supervisory or Mid-Management function, or who anticipate promotion to such position.



## *Components of the Course:*

- ❑ Leadership behaviors, practices, strategies, and approaches
- ❑ Organizational management
- ❑ Leadership during crisis situations
- ❑ Communication skills
- ❑ Managing change
- ❑ Problem identification and resolution process
- ❑ Legal-liability issues in current times
- ❑ Basic budget process
- ❑ Dealing with diverse management and personnel styles

Students participate in discussion along with various individual and group exercises throughout the course.

# Budgeting for Executive Staff

2-Days (16 Hours)    NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel.

## Focus:

- ❑ A comprehensive course directed towards personnel who are involved in the budget and/or financial process of an organization or those who want to further develop their abilities in this area.



## *Components of the Course:*

- ❑ Understanding the budget process
- ❑ Finance terminology
- ❑ Anatomy of a budget
- ❑ Drafting a budget
- ❑ Organizational and production budgets
- ❑ Planning and budgeting projects
- ❑ Budget presentations

Students participate in various individual and group budget projects throughout the course.

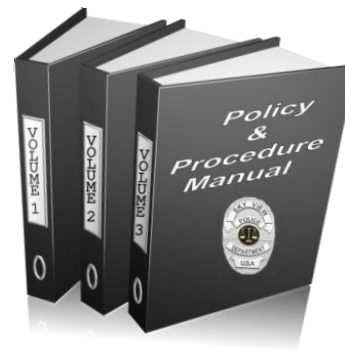
# Developing / Revising Policy & Procedure

## 3-Days (24 Hours)    NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel.

### Focus:

- ❑ A comprehensive course directed towards personnel involved with the process of developing and revising departmental policies and procedures.



## *Components of the Course:*

- ❑ Background and origin of policy
- ❑ Legal-liability issues of policy and procedure
- ❑ Defining policy makers and task needs
- ❑ Research and review process
- ❑ Writing effective policies and procedures
- ❑ Policy manual development
- ❑ Implementation of policy and procedure
- ❑ Accountability and training of policy and procedure

Students participate in classroom discussion and a policy research and development project throughout the course.

# Leadership Excellence Series Courses

We will be releasing a series of 1 and 2 day courses that will focus on specific topics for supervision & management personnel.

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# Shift Supervisors Role in Field Training & Evaluation Programs

## 1-Day (8 Hours) NMDPS Accredited

This course is designed for Shift Supervisors in Law Enforcement and Dispatch/Communications organizations who supervise FTO's and CTO's as a part of their duties.

### Focus:

- ❑ The course is directed towards giving shift supervisory personnel a thorough understanding of their role and responsibility in a Field Training & Evaluation Program.



## *Components of the Course:*

- ❑ Understanding the origin and importance of Field Training & Evaluation Programs
- ❑ Understanding civil liability and ethics issues of the program
- ❑ Critical elements of Field Training & Evaluation Programs for shift supervisors
- ❑ Understanding the evaluation & DOR process for supervisors
- ❑ Monitoring trainer and trainee performance
- ❑ The leadership role between the supervisor and FTO/CTO

Students participate in classroom discussion and documentation review exercises throughout the course.

Thank you for viewing the  
course content.



We look forward to seeing  
you in one of our courses.

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