



ILLINOIS FIRE CHIEFS ASSOCIATION

2018 Winter/Spring

Be Prepared For Promotion and Leadership Workshops

Being prepared for promotion and being a good leader means more than just having time on the job and attaining fire service certification or degrees. In order to be successful in a leadership role you need to **“Be Prepared”** ahead of time.

By taking the **“Be Prepared for Promotion & Leadership”** workshops you can give yourself a better opportunity of placing higher on promotional lists compared to others who did not take the time to learn how to be prepared for promotions and leadership. Don't wait until the promotional process schedule is posted, act now and be prepared for your future. Skills learned throughout this series will also enhance your leadership skills at your present rank and everyday life.

WORKSHOP #1 - ORAL INTERVIEWING

Workshop #1 will focus on oral interviewing techniques, but will also cover the Assessment Center process, career development and long-term preparation for promotion. The afternoon breakout session will be dedicated to small group practicing and critiquing.

WORKSHOP #2 – EMPLOYEE COUNSELING, CITIZEN INTERACTION, GROUP PROBLEM SOLVING and WRITING

Workshop #2 will focus on the techniques of counseling employees and practice exercises. It will also cover communications skills, interviewing techniques, conflict resolution, counseling, and coaching techniques.

By taking this workshop the candidate for promotion (and current supervisors) will learn the factors of good communications to effectively counsel employees. You will learn the problem-solving model and the different techniques used to resolve conflicts that may arise during shift work.

The Group Problem Solving & Writing Exercise will focus on how small leaderless groups come together to solve a departmental problem and then write a report on the group's recommendations on solving the problem.

By participation in this workshop you will learn about the skills, strategies, and knowledge needed to be productive in group exercises. In addition, you will learn how to gather data, choose relevant data and information, and then present the findings and recommendations in an organized written report.

If you are a supervisor, even if you are not preparing for promotion, this workshop will teach you how to effectively use a group to accomplish a task. The workshop will also instruct you how to prepare a comprehensive written report.

WORKSHOP #3 - TACTICAL EXERCISE

The Tactical Exercise Workshop will focus entirely on tactical fire incidents and how to apply the basics of Incident Command as a first arriving fire officer. By taking this workshop, the attendee will learn how to apply the basics of Incident Command to actual fire scenarios. Breakout sessions will afford you the opportunity to actually participate in a tactical exercise.

Registration Fee:

Pre-Registration - \$160 per workshop

Walk-in Registration - \$200 per workshop

Registration form available at www.illinoisfirechiefs.org. Online registration also available.

Cancellation Fee:

Notification by phone or email within 48 hours of workshop - \$50.00

Less than 48 hours or no-show will be invoiced the full cost of the workshop.

Schedule

Check-in begins at 8:30am, workshop begins at 9:00am. Lunch is on your own and workshops conclude by 4:30pm.

This series of workshops are intended to be an individual initiative and are not necessarily intended to be supported through Fire Department Funding.

Be Prepared for Promotion/Leadership Workshops 2018

REGISTRATION FORM

Online registration available at: www.illinoisfirechiefs.org

Name:		Department:	
Home Address:		Home City, State, Zip:	
Phone:		Email:	
Payment Type:	Payment Enclosed	Payment at Class (cash or check)	Invoice Department
Please indicate Workshop Choice(s)			
Workshop 1 Overview / Structured Oral	Workshop 2 Employee Counseling/Citizen Interaction Group Problem Solving/Writing	Workshop 3 Tactical Exercise	
Jan 17, 2018, JJC U-2019 & 2021, Joliet IL	Jan 18, 2018, JJC U-2019 & 2021, Joliet IL	Jan 19, 2018 JJC U-2019 & 2021, Joliet IL	
Feb 7, 2018, Buffalo Grove, IL	Feb 8, Buffalo Grove IL	Feb 9, 2018, Buffalo Grove, IL	
Mar 14, 2018, JJC U-Auditorium, Joliet IL	Mar 15, 2018, JJC U-Auditorium, Joliet IL	Mar 16, 2018, JJC U-Auditorium, Joliet IL	
Apr 11, 2018, Addison IL	Apr 12, 2018, Addison IL	Apr 13, 2018, Addison IL	

Locations:

NEW LOCATION! *Joliet Junior College* workshops will be held at: 1215 Houbolt Rd., U-Building, Joliet IL 60431
Buffalo Grove workshops will be held at: Buffalo Grove FD, 1051 Highland Grove Dr., Buffalo Grove IL 60089
Addison workshops will be held at: Addison FPD, Sta. 2, 666 S. Vista Ave., Addison IL 60101

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Submit registration to:

Mail with payment to: Illinois Fire Chiefs, PO Box 352, Mundelein IL 60060
 Fax Registration to: 847.966.0782
 Email Registration to: mgriseto@illinoisfirechiefs.org
 Online Registration available at: www.illinoisfirechiefs.org

Questions: IFCA Office at 847.966.0732