

ILLINOIS FIRE CHIEFS ASSOCIATION



*Presents the
2010 Winter Sessions
of the*

“BE PREPARED FOR PROMOTION & LEADERSHIP” TRAINING WORKSHOPS

**WORKSHOP #1
ORAL INTERVIEWING EXERCISE
January 18, March 2 or April 12**

**WORKSHOP #2
TACTICAL EXERCISE
January 19, March 3 or April 13**

**WORKSHOP #3
GROUP PROBLEM SOLVING &
WRITING EXERCISE
January 21, March 4 or April 14**

**WORKSHOP #4
EMPLOYEE COUNSELING EXERCISE
(Dealing with Problem Employees)
February 4, March 18 or April 26**

**WORKSHOP #5
IN-BASKET EXERCISE
(How to Make Management Decisions)
February 5, March 19 or April 27**

All Workshops will be held at:

**NORTHWEST HOMER FIRE PROTECTION &
AMBULANCE SERVICE DISTRICT
16152 WEST 143rd STREET
LOCKPORT, IL 60491**

(at I-355 & 143rd Street)

All workshops will have the following agenda:

8:30-9:00a	Registration
9:00-10:30a	Workshop Presentation
10:30-10:45a	Break
10:45-Noon	Workshop Presentation
Noon-1:00p	Lunch (on your own)
1:00-4:30p	Breakout Practice Session

**Registration Fee for Each Workshop
\$125.00
(no show fee \$25.00)**

**Limited Registration (50 maximum)
First Come - First Serve
Fax Registration to: 847-966-0782**

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

ONE DAY CLASS

*Chief-
Please provide a copy to each member and please
post on the department bulletin board.*

Thank you.

**IFCA
P.O. BOX 7
SKOKIE, IL 60076-0007**

REGISTRATION FORM
2010 Winter Sessions
“BE PREPARED FOR PROMOTION & LEADERSHIP WORKSHOPS”

Name: _____

Department: _____

Hm Address: _____

Hm City/Zip: _____

Phone: _____

E-mail: _____

Please mark course selections:

WORKSHOP #1 - Oral Interviewing Exercise

Jan 18 March 2 April 12

WORKSHOP #2 - Tactical Exercise

Jan 19 March 3 April 13

WORKSHOP #3—Group Problem Solving Ex.

Jan 21 March 4 April 14

WORKSHOP #4 - Employee Counseling Ex.

Feb 4 March 18 April 26

WORKSHOP #5 - In-Basket Exercise

Feb 5 March 19 April 27

Please Check One:

Payment Enclosed

Payment at Class

Please invoice Department

Registration Fee: \$125.00 per Workshop
NO SHOW FEE \$25.00

Send registration form and fee to:
IFCA, PO Box 7, Skokie IL 60076-0007
OR

Fax registration form to: 847/966-0782
Questions: 847/966-0786

BE PREPARED FOR PROMOTION & LEADERSHIP

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 leader a you need to “BE PREPARED” ahead of time.

By taking the “BE PREPARED FOR PROMOTION & LEADERSHIP” series of 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.**

ALL THE WORKSHOPS WILL INSTRUCT CURRENT SUPERVISORS IN THE TECHNIQUES NEEDED TO BECOME A BETTER LEADER.

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
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.

WORKSHOP #3
EMPLOYEE COUNSELING EXERCISE
(Dealing with Problem Employees)

Workshop #3 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.

Workshop #3 continued:

By taking the Problem Employee Workshop the candidate for promotion (and current supervisors) will learn the factors of good communications in order 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 afternoon session will be dedicated to role play to reinforce the objectives learned in the morning session.

WORKSHOP #4

GROUP PROBLEM SOLVING & WRITING EXERCISE

The Group Problem Solving & Writing Exercise will focus on how small groups come together to solve a departmental problem and then write a report on the groups 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, 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 tasks. The workshop will also instruct you how to prepare a comprehensive written report.

WORKSHOP #5
IN-BASKET EXERCISE

(How to Make Management Decisions)

Workshop #5 will concentrate on the In-Basket Exercise and “How to Make Management Decisions” through a general overview presentation, a practical exercise and general breakout practice sessions.

By taking this workshop a candidate for promotion (and current supervisors) will first learn about the Assessment Center Process of an In-Basket Exercise, what it is and how to participate in the process. In addition you will learn that the most important part of the process is how to make correct management decisions based on organization, planning, perception, analytic ability, decision making, problem analysis, and decisiveness. The afternoon breakout session will be dedicated to actually practicing and critiquing In-Basket Exercises.