



# ILLINOIS FIRE CHIEFS ASSOCIATION

Fall 2023

## 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 - ASSESSMENT CENTER OVERVIEW, ORAL INTERVIEWING, PRESENTATION & IN-BASKET

Workshop #1 will cover the Assessment Center process, career development and long-term preparation for promotion.

Structured Oral Interview: The structured oral interview is used to assess both attitudinal and background information on the candidate.

Presentation: The intent of this exercise is to demonstrate the candidate's ability to present an idea or plan a presentation to various groups such as a workforce, civic group, and media, Village/City Manager and/or Board of Trustees

In-Basket: The intent of this exercise assess the candidates ability to review their in-basket, such as memos, letters and reports of varying importance. The Candidate must deal with in-basket contents to identify specific organizational issues and provide prioritization ranking. **Workshop Offered October 9 or November 8, 2023.**

### 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 Offered October 10 or November 9, 2023.**

### 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. **Workshop Offered October 11 or November 10, 2023.**

### Registration Fee: No walk-ins allowed.

Pre-Registration - \$160 per workshop

Online Registration available at [www.illinoisfirechiefs.org](http://www.illinoisfirechiefs.org).

### 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 8:00am, workshop begins at 8:30am. 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 Fall 2023***

## **REGISTRATION FORM**

Online registration available at: [www.illinoisfirechiefs.org](http://www.illinoisfirechiefs.org)

Name:	Department:	
Home Address:	Home City, State, Zip:	
Phone:	Email:	
Payment Type: <input type="checkbox"/> Payment Enclosed <input type="checkbox"/> Invoice Department		
Please indicate Workshop Choice(s)		
<b>Workshop 1</b> Overview of Assessment Centers Structured Oral / Presentations/In-Basket	<b>Workshop 2</b> Group Problem Solving / Writing Problem Employee/Citizen Interaction	<b>Workshop 3</b> Tactical Exercise
<input type="checkbox"/> Oct 9, 2023 - New Lenox	<input type="checkbox"/> Oct 10, 2023 - New Lenox	<input type="checkbox"/> Oct 11, 2023 - New Lenox
<input type="checkbox"/> Nov 8, 2023 - Buffalo Grove	<input type="checkbox"/> Nov 9, 2023 - Buffalo Grove	<input type="checkbox"/> Nov 10, 2023 - Buffalo Grove

### **Locations:**

#### **New Lenox FPD**

261 East Maple St., New Lenox IL

#### **Buffalo Grove FD**

1051 Highland Grove Drive, Buffalo Grove IL 60089

### **Registration Fee:**

Registration - \$160 per workshop

Registration online at [www.illinoisfirechiefs.org](http://www.illinoisfirechiefs.org).

**No walk-ins allowed.**

### **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.

### **Submit registration to:**

Mail with payment to: Illinois Fire Chiefs, PO Box 4424, Lisle IL 60532

Fax Registration to: 847.966.0782

Email Registration to: [mgriseto@illinoisfirechiefs.org](mailto:mgriseto@illinoisfirechiefs.org)

Online Registration available at: [www.illinoisfirechiefs.org](http://www.illinoisfirechiefs.org)

**Questions:** IFCA Office at 847.966.0732