



ILLINOIS FIRE CHIEFS ASSOCIATION

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 to assess the candidate's 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 #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.

Dates and Locations on Page 2

Registration Fee: No walk-ins allowed

Pre-Registration - \$160 per workshop

Online Registration available at <https://www.illinoisfirechiefs.org/professional-services/be-prepared-for-promotion/>

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 4:00pm.

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 2022

REGISTRATION FORM

Online registration available at:

<https://www.illinoisfirechiefs.org/professional-services/be-prepared-for-promotion/>

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)		
Workshop 1 Overview of Assessment Centers Structured Oral / Presentations/In-Basket	Workshop 2 Group Problem Solving / Writing Problem Employee/Citizen Interaction	Workshop 3 Tactical Exercise
<input type="checkbox"/> May 16, 2022 - North Palos	<input type="checkbox"/> May 17, 2022 – North Palos	<input type="checkbox"/> May 18, 2022 – North Palos
<input type="checkbox"/> Oct 3, 2022 - Buffalo Grove	<input type="checkbox"/> Oct 4, 2022 - Buffalo Grove	<input type="checkbox"/> Oct 5, 2022 - Buffalo Grove
<input type="checkbox"/> Nov 7, 2022 – New Lenox	<input type="checkbox"/> Nov 8, 2022 – New Lenox	<input type="checkbox"/> Nov 9, 2022 – New Lenox

Locations:

North Palos FPD

10629 South Roberts Road, Palos Hills

Buffalo Grove FD

1051 Highland Grove Drive, Buffalo Grove IL

New Lenox FPD

261 East Maple Road, New Lenox IL

Registration Fee

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No walk-ins allowed

Cancellation Fee:

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Submit Registration:

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

Email to: mgriseto@illinoisfirechiefs.org

Online Registration encouraged:

<https://www.illinoisfirechiefs.org/professional-services/be-prepared-for-promotion/>

Questions:

IFCA Office at 847.966.0732