



ILLINOIS FIRE CHIEFS ASSOCIATION

Fall 2025 – Winter 2026

Be Prepared For Promotion and Leadership Workshops

October 28 and 29, 2025 – Northwest Homer FPD, Lockport IL
November 11 and 12, 2025 – Deerfield-Bannockburn FPD, Deerfield IL

January 19 and 20, 2026 – North Palos FPD, Palos Hills IL
February 16 and 17, 2026 – Deerfield-Bannockburn FPD, Deerfield IL

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. 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 in everyday life.

WORKSHOP #1 - ASSESSMENT CENTER OVERVIEW, ORAL INTERVIEWING, PRESENTATION, IN-BASKET, and TACTICAL

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 the candidate's attitudinal and background information.

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, media, Village/City Manager, and/or Board of Trustees

In-Basket: The intent of this exercise assesses 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.

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 participate in a tactical exercise. ***Workshop Offered 10/28/2025, 11/11/2025, 01/19/2026 and 02/16/2026.***

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 communication 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 communication 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.

Participating in this workshop will teach you 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 on how to prepare a comprehensive written report. ***Workshop Offered 10/29/2025, 11/12/2025, 01/20/2026 and 02/17/2026.***

No walk-ins allowed.

Locations:

Buffalo Grove FD

1051 Highland Grove Drive, Buffalo Grove IL 60089

New Lenox FPD -

261 East Maple St., New Lenox IL

Schedule

The workshop begins at 8:30 a.m. Lunch is on your own and workshops conclude by 4:30 pm.

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

Registration Fee

\$150 per workshop

Online Registration is available at [Online Registration available at: https://www.illinoisfirechiefs.org/professional-services/be-prepared-for-promotion/](https://www.illinoisfirechiefs.org/professional-services/be-prepared-for-promotion/)

Cancellation Fee Schedule:

- Registrations canceled 7 or more days prior to the start of the workshop series will receive a full refund.
- Registrations canceled 4 to 6 days prior to the start of the workshop series will be assessed a \$50.00 administrative fee per workshop.
- Registrations canceled less than 4 days prior to the start of the workshop series will be required to pay the full tuition.

Submit payment to:

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

Online Registration available at:

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

Questions: IFCA Office info@illinoisfirechiefs.org