

Training Conference

March 12-14, 2019

Gatlinburg, Tennessee

| Course Name | Seminar ID # | Start | End | Fee |
|----------------------------------------------------------|--------------|--------|--------|-------|
| Search Warrant Major Case Investigation | 16013 | Mar 12 | Mar 13 | \$325 |
| Homicide and Questioned Death Scene | 16011 | Mar 12 | Mar 14 | \$350 |
| Officer Involved Shooting-3 Day | 16009 | Mar 12 | Mar 14 | \$350 |
| First Line Supervision: Leadership and Management Skills | 16010 | Mar 12 | Mar 14 | \$350 |
| Practical Kinesic Interview, Phase I | 16012 | Mar 12 | Mar 14 | \$350 |

~ **2 WAYS TO REGISTER** ~

Online: www.patc.com

Phone: 1-800-365-0119 - Our representatives will gladly assist you

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Public Agency Training Council

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Phone: 1-800-365-0119
Fax: 317-821-5096

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March 26, 27 & 28, 2019 • Clinton Township, Michigan

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice

Public Safety Continuing Education

Sponsored By:

**Macomb Criminal Justice Training Center-
Public Service Institute**

Clinton Township, Michigan

This training has been registered with the Michigan Commission on Law Enforcement Standards for the use of P.A. 302 Funds

Training Seminar Administrative and Mid Level Supervision For Challenging Times

“For First Line Supervisors and New Administrators”

Who Should Attend:

First Line Supervisors, Mid-Level Managers, 911 Communications Personnel, Field Training Officers, Human Resource Managers, Prosecutors, Social Service Personnel, and Any Newly Appointed Supervisor in the Criminal Justice System

Instructor:

Mike J. Coker, Sgt. (Retired)

Sergeant Mike J. Coker (Retired), with his motivational style of lecture, served as a police officer for 20 years in the Portsmouth, Virginia Police Department. Mike held several supervisory assignments during his tenure: Field Training Officer, Uniform Patrol Supervisor, Homicide and Robbery Squad Commander, Domestic Violence/Sex Crimes Supervisor, School Resource Supervisor, Robbery Task Force Squad Commander, Shift Commander, and Administrative Assistant to the Chief of Police. Mike is a graduate of Virginia Polytechnic Institute and State University at Pamplin College (Leadership Course) Sponsored by the Virginia Police Chief's Association in Blacksburg, Virginia. Mike's teaching experience includes: The Polaroid Corporation, United States Postal Service, U.S. Attorney's Office Northern Mississippi District, Las Vegas Metropolitan Police, Idaho P.O.S.T., Miami-Dade Police Department, Idaho Governor's Task Force, Suffolk County Long Island New York, Virginia Juvenile Court Judges, Virginia Department of Criminal Justice Services, TCLEOSE, University of Delaware, Fairfax County Criminal Justice Academy, Hampton Roads Academy of Criminal Justice Services, Eastern Virginia Medical School, St. Louis County Police Training Academy, The U.S. Virgin Island Police, the islands of Maui and Hilo Hawaii Police Department, Col. Henry F. Williams Homicide Seminar hosted by New York State Police, to name a few. Mike is a graduate of the Sorensen Institute for Political Leadership at the University of Virginia.

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Register online at: www.patc.com

Administrative and Mid Level Supervision For Challenging Times

“For First Line Supervisors and New Administrators”

Course Objectives:

Mission and Vision

The significance of middle management’s role of supporting the mission and vision of the department can’t be understated. It is critical that each employee be reminded what we get paid to do. When all else fails, personnel should be able to look at the mission and vision and make proper decisions. Additionally, we will be exploring ways to provide a positive work environment.

Walking the Talk

During this period we will be discussing issues of ethical behavior and how courage effects your level of ethics. Regardless of rank or position you must lead by example.

Work Performance Management

Most organizations task various supervisors with completing performance evaluations without providing training. During the time allotted, we will reveal the importance of this function to the mission and vision. Middle Managers must take the performance evaluation process seriously.

Holding Supervisors Accountable for Behavior

What if the person who needs disciplined is a supervisor? During this period we will be discussing ways to hold the supervisor accountable for their behavior. We will discuss a case study outlining how one commander of a department tried to identify causes of the “unmotivated supervisor.”

Risk Management

Anyone can be sued for just about anything, it is important that the organizations protect themselves with sound risk management practices. Taking an affirmative role in training and monitoring high risk critical tasks, is a crucial step in the right direction. During this session, we will be discussing relevant case law to reduce our liability risk.

Pushing the CEO’s Agenda

There are going to be times when being a middle manager is going to be difficult. You may have to follow an unpopular program from the top, not to mention gripes from the workers. We will discuss ways to deal with the “Acute Political Emergency”, while supporting the CEO’s agenda.

Case Studies

Each participant will be required to participate in group discussion requiring them to make decisions on various topics. Participant will be asked to present their findings to the class. This exercise is done to discover problem solving and leadership abilities.

Managing the Media

Your organization is only one case away from CNN broadcasting “live” from your city. During this period, we will discuss the importance of each level of leadership becoming aware of the pitfalls of dealing with the media.

Goal of the Program

At the end of this training session, the participant will:

- Have an action plan for dealing with the problem supervisor
- Have a better understanding of the Role of Middle Management
- Pay close attention to the Subculture of the Organization
- Identify the Major components of a Press Conference
- Understand their role in the Mission and Vision statement

In addition, the participant will become familiarized with:

- Performance Evaluations and its Importance to Work Performance
- Level 5 Leadership
- 12 Critical High Risk Tasks
- Written Expectations for Supervisors

Seminar Agenda

Administrative and Mid Level Supervision For Challenging Times

“For First Line Supervisors and New Administrators”

March 26, 27 & 28, 2019 • Clinton Township, MI

Tuesday, March 26, 2019

8:00 a.m. - 8:30 a.m.

Registration

8:30 a.m. - 9:30 a.m.

Mission and Vision Statement

- Identifying the customer
- Workforce 2010
- Your Role– The Manager
- Creating a Positive Sub-Culture

9:30 a.m. - 12:00 p.m.

Walking the Talk

- No Gratuities– How is that working?
- Social Networking
- Ethics– Right v. right

12:00 p.m. - 1:00 p.m.

Lunch (On-Own)

1:00 p.m. - 5:00 p.m.

Work Performance

- The Value of Looking at Strengths
- Understanding Core Competencies of the Middle Manager
- Taking Ownership of the Evaluation System

Wednesday, March 27, 2019

8:00 a.m. - 12:00 p.m.

Accountability

- Written Expectations for Supervisors
- Helping Employees to Emotionally Survive
- Holding Supervisor Accountable for Bad Behavior

12:00 p.m. - 1:00 p.m.

Lunch (On-Own)

1:00 p.m. - 5:00 p.m.

Case Studies

- Returning Back from War
- Putting a Panel Together
- Expectation of Privacy at Work
- Dress Code
- Operational Plans
- Nepotism

Thursday, March 28, 2019

8:00 a.m. - 12:00 p.m.

Pushing the CEO's Agenda

- Acute Political Emergency
- Positive and Negative News Briefings

12:00 p.m.

Certificate Presentation

3 Ways to Register for a Seminar!

1. **Register Online** at www.patc.com — Yellow link in upper left corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd
Indianapolis, Indiana 46241

***NEW**

Federal ID# 47-4078912

***NEW**

***** Pre-payment is not required to register *****

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call

317-821-5085 (Indianapolis)

800-365-0119 (Outside Indianapolis)



Seminar Title: Administrative & Mid Level Supervision For Challenging Times

Instructor: Mike J. Coker

Seminar Location: Macomb Criminal Justice Training Center-East Campus PSI
21901 Dunham Road
Clinton Township, Michigan 48036

When: March 26, 27 & 28, 2019

Registration Time: 8:00 A.M. (March 26, 2019)

Hotel Reservations: Holiday Inn Express
45555 Utica Park Blvd
Utica, Michigan 48315
1-586-803-0400
\$93.00 Single or Double (plus tax)

Registration Fee: \$350.00 Includes Administrative & Mid-Level Supervision Course Material, Coffee Breaks, and Certificate of Completion.

Seminar ID #16035

Note: Identify with Group Code: C35 to receive discounted room rates

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** ____ **Zip** _____

Email _____

Phone _____

Fax _____

Cut Along Dotted Line