

Thursday April 11, 2024

8:00 AM to 5:00 PM

Busch Gardens - Gwazi Pavilion

10165 N. McKinley Drive

Tampa, FL 33612

ADMINISTRATION AND LEADERSHIP ACADEMY FOR LAW ENFORCEMENT **ADMINISTRATIVE ASSISTANTS**

A one-day learning experience for **administrative assistants** working in police agencies, with an emphasis on core leadership competencies and the successful navigation of police culture.

DETAILS

- Single-day leadership workshop
- Focus on personal effectiveness
- Best-in-class learning content
- Professionally printed learning manual
- Group exercises and personal assignments
- Implementable strategies and solutions
- Encouraging learning environment
- Real-world situational analysis

LEARNING OUTCOMES

As a participant of our program, you will experience remarkable gains in your potential and capacity to:

- Understand the nuances of police culture
- Analyze risks and rewards in decision-making
- Create rhythm and predictability to offset chaos
- Understand what causes misconduct and failures
- Manage and inspire high employee performance
- Engage conflict and difficult personalities
- Work effectively with upper-level commanders
- Be a strong enabling presence in the organization



JOHN M. COLLINS MA, SHRM-SCP

John M. Collins is your Academy creator and facilitator. He is a professional coach specializing in working with people, teams, and organizations in authoritative, high-responsibility occupations. Prior to starting his coaching practice, John served as a forensic scientist, forensic laboratory director, and system director, working through some of the most challenging circumstances imaginable. John has a master's degree in organizational management and holds a formal HR certification from the Society for Human Resource Management. He was formally trained by Gallup and the College of Executive Coaching and has worked with clients in various industries in the United States and overseas. John is the author of several books, including *The New Superior - A Better Way to Be the One in Charge*. He works and lives near Detroit.

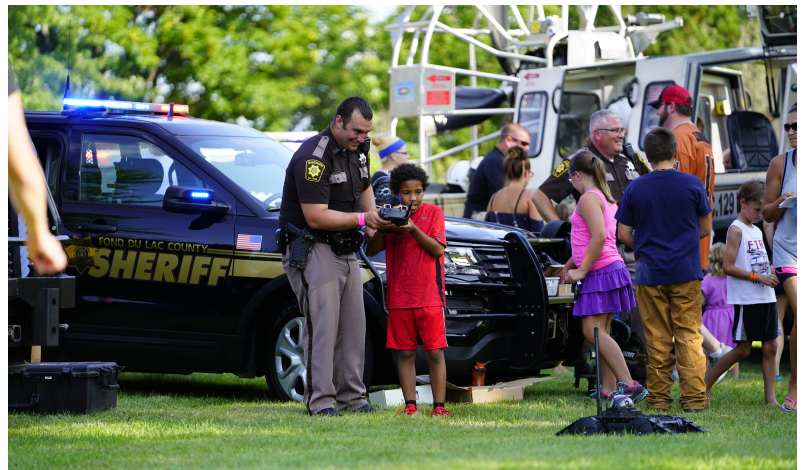
ADMINISTRATION AND LEADERSHIP ACADEMY FOR LAW ENFORCEMENT ADMINISTRATIVE ASSISTANTS

Program Summary

This is an abbreviated one-day edition of our popular Administration and Leadership Academy for Law Enforcement Civilians, a class for current and future leaders in police organizations who also happen to be civilian employees. Police culture, as we know it, is not for the faint of heart. It is a culture that values certain attributes and skills, all of which are taught to police officers during their initial training. Civilians, on the other hand, are expected to learn on the fly, often with very little quality training and mentoring. Our Academy teaches specific methods and strategies for thriving in a law-enforcement agency, while earning the trust and confidence of sworn commanders. Being a civilian employee in a police agency does not mean that one is less valuable. It does, however, require competence and thoughtfulness in the right areas. We are here to teach you!

A Few of Our Discussion Topics

- Civilians in the police workforce
- Earning trust and respect
- Consummate professionalism
- History and origins of uniformed policing
- Supporting the law enforcement mission
- Press and public affairs
- Records and freedom of information
- Labor relations and litigation
- Crisis communication
- Creating stability and predictability
- Workplace diversity of talent and personality
- Human resource development
- Evidence-based decision making
- Performance management and discipline
- The science of self control
- The value of soft skills
- Maximizing your effectiveness



It is challenging and dangerous being an officer of the law. It can become even more challenging once police officers assume positions of leadership within their agencies. Civilians play a vital role in the police mission, which is why national data show that approximately 30% of all police employees are in non-sworn, civilian positions. And their importance is only growing.

Host an Event!

This is a traveling school that was originally developed in partnership with the Miami-Dade Public Safety Training Institute. We host our events in partnership with law enforcement agencies and training academies interested in providing their civilian employees with high-quality leadership education.