



**PMW ASSOCIATES**

SAN CLEMENTE



## POST CERTIFIED SEMINARS FY 20/21 CATALOGUE

### **CIVILIAN MANAGEMENT**

This course is specifically designed for civilian lead staff and managers. It is also highly recommended for sworn personnel who supervise civilians. No previous supervisory experience is required in order to attend and benefit from this course. Topics include: Leadership, Principles of Budgeting, Legal Aspects of Personnel Management, and Well-Being. Individual and group exercises are employed.

<b>DATE</b>	<b>COURSE NUMBER</b>	<b>TUITION</b>
November 16-20, 2020	9080-10740-20-001	\$673
June 7-11, 2021	9080-10740-20-002	

### **INTERNAL AFFAIRS**

This thought provoking and informative seminar is designed for all levels of internal affairs investigators as well as all police managers and supervisors confronted with personnel issues. Based on frequent changes in police personnel laws and practices, the course is regularly updated, and merits being repeated every two years.

<b>DATE</b>	<b>COURSE NUMBER</b>	<b>TUITION</b>
October 27-29, 2020	9080-32100-20-001	\$428
January 19-21, 2021	9080-32100-20-002	
March 23-25, 2021	9080-32100-20-003	
June 15-17, 2021	9080-32100-20-004	

### **MEDIA RELATIONS**

This issues-driven three-day seminar is intended for all sworn and civilian police employees who are, or could become, accountable for interacting with the media. The instructor, a recognized expert in his field, has a proven track record of successful media relations within a high-profile police department. Use of video technology for Individual media presentations including group feedback are an integral part of the workshop.

<b>DATE</b>	<b>COURSE NUMBER</b>	<b>TUITION</b>
November 4-6, 2020	9080-33240-20-01	\$420
May 11-13, 2021	9080-33240-20-02	

### **POLICE BUDGET ACADEMY**

This popular and highly pragmatic course covers the complete process of preparation, justification and presentation of a department/division budget and is vital for individuals who are, or will be, responsible for preparing a department, division or agency budget.

<b>DATE</b>	<b>COURSE NUMBER</b>	<b>TUITION</b>
October 21-23, 2020	9080-10050-20-001	\$393
December 9-11, 2020	9080-10050-20-002	
February 24-26, 2021	9080-10050-20-003	
May 25-27, 2021	9080-10050-20-004	

## SOLVING POLICE PERSONNEL ISSUES (LEGISLATIVE UPDATE & LEGAL TOOLS)

This one- day course is designed for law enforcement managers who need to stay current on the case law and trends affecting their ability to manage both sworn and civilian personnel. Upon completion of the course, the student will have a full understanding of the current personnel issues facing California law enforcement agencies and the practices that can help minimize liability to the manager and the agency. Emphasis will be placed on managing an intergenerational workforce. Issues covered will include:

- Legal methods for rating, training, and discipline of sworn and civilian personnel.
- Update and practical implementation methods for AB 301 (Public Safety Officers' Procedural Bill of Rights.)
- Supervisorial responsibility for discrimination/harassment/retaliation in the workplace.
- Current work-related trends including social media/texting/e-mailing
- How to manage sick and injured employees

DATE	COURSE NUMBER	TUITION
January 29, 2021	9080-10261-20-001	\$324
June 9, 2021	9080-10261-20-002	

## STRATEGIC PLANNING SEMINARS (STRATEGIC POLICE PLANNING)

The Strategic Planning Seminar is an excellent vehicle for use by police agencies who wish to spend three days in a retreat location defining goals and designing strategies for accomplishing them. It serves as a mechanism for strategic planning as well as team building.

DATE	COURSE NUMBER	TUITION
<i>Contact PMW Associates for availability of dates.</i>	9080-100350-20-001	\$428

## TEAM BUILDING WORKSHOP

On May 1, 2020 POST will begin accepting applications from law enforcement agencies for Team Building Workshops (TBW) to be conducted during Fiscal Year 20/21. POST reimburses travel and per-diem costs for up to 19 participants.

To apply, contact Brad NewMyer:  
brad.newmyer@post.ca.gov  
916.227.3893

PMW is a POST approved presenter of Team Building Workshops (TBW). If your agency has been awarded a TBW, please consider our services.

## SEMINAR LOCATION

**THE VOLARE HOTEL**  
111 S. AVENIDA De La ESTRELLA  
SAN CLEMENTE, CA 92672

Note: All courses can be conducted at a location and facility of your choice. We require a minimum of 15 participants to hold a custom-designed course. Please contact PMW for details.