



- Management Training
- Leadership Development
- Team Building

PMW Associates



## CIVILIAN MANAGEMENT SEMINAR

### POST CONTROL #9080-10740

#### PARTICIPANTS

This seminar is specifically designed for all civilian and sworn police personnel who lead, supervise or manage civilian employees. Given that the material and instructors change every two years, the class is suitable for repeat attendance. There is no pre-requisite for the course; prior supervisory experience/training is helpful but not required.

#### CONTENTS

##### DAY ONE: LEADERSHIP AND PROVEN MANAGEMENT PRACTICES

The class opens with a review of best leadership and management practices. Through group discussion/interaction, challenges that influence the role and responsibility of a civilian manager will be identified and appropriate management techniques will be formulated. A segment regarding the value of expressing gratitude in the workplace will be a group project.

##### DAY TWO: BUDGET AND FINANCIAL ADMINISTRATION

This day will concentrate on the basics of preparing, presenting and administering a department or division budget. Methods of developing and justifying budget requests will be explored.

##### DAY THREE: WELLNESS IN THE WORKPLACE

The instructor will work with the group to define and explain topics such as stress management, compassion fatigue, and burnout. Coping skills such as nutrition, exercise and mindfulness will be discussed within an interactive session.

##### DAY FOUR: PERSONNEL ISSUES/LEGAL UPDATE

An attorney experienced in labor and employment law will provide an overview and update of laws involving hiring, retention, training and supervising personnel. Disciplinary actions, discrimination and harassment prevention and complaint handling will be covered. Specific case examples will be provided for group discussion.

##### DAY FIVE: GOAL SETTING/STRATEGIC PLANNING

A practicum of the concepts covered in the first four days will conclude the course. Participants will also discuss the importance of goal setting and strategic planning in the context of their supervisorial/leadership roles.

**Register:** [www.pmwassociates.com](http://www.pmwassociates.com)

**Tuition:** \$673

**Instructors:** Doug McCain, CDR USN (ret.) – Jay Kreitz

Dr. Nancy Bohl-Penrod - Jennifer K. McCain, Esq.

**Location:** Volare Hotel  
111 S. Avenida de la Estrella  
San Clemente, CA 92672