

Memo

TO: Jeff Britz, City Manager

FROM: Cmdr. Rossi 

DATE: June 23, 2011

RE: P.O.S.T. Management Course

I attended the P.O.S.T. Management Course, which was held one week a month for three months. I have attached the course outline, which shows the topics covered during this three week course.

The topics covered during this course were useful and relevant to my position and job duties. Some topics, such as FMLA, FLSA, and ADA, are very technical and complex so I am hoping to attend more training in these areas at later dates.

P.O.S.T. MANAGEMENT COURSE

Course Outline

April - June 2011

Week I (40 hours): April 25 - 29 (Course Control # 5260-00501-10004)

Mon., 4/25: (8 am - 5 pm)	Introductions The Role of the Manager COP/POP Communication principles	Rick Braziel
Tues., 4/26: (8 am - 5 pm)	Teambuilding	Rick Braziel
Wed., 4/27: (8 am - 5 pm)	Leadership and the Challenge of Change - overview - human resources management - process of change - role of manager as a change agent	Jack Stockman
Thurs., 4/28: (8 am - 5 pm)	Leadership and Culture - leadership styles - organizational change	Jack Stockman
Fri., 4/29: (8 am - 5 pm)	Legal Issues (Labor Relations)	Jennifer McCain

Week 2 (32 hours): May 16 - 19 (Course Control # 5260-00502-10004)

Mon., 5/16: (8 am - 5 pm)	Management of Internal Affairs Investigations Liability Management	Scott Jones
Tues., 5/17: (8 am - noon)	Group Facilitation Media Relations Press Announcement	Rick Braziel Participants
Wed., 5/18: (8 am - 5 pm)	Compliance (Liability/Risk Management)	Jim Nunn
Thurs., 5/19: (8 am - 5 pm)	Book Report Presentations Group Leadership Strategies Strategic Management/Strategic Planning	Participants Jack Stockman

Week 3 (32 hours): June 6 - 9 (Course Control # 5260-00503-10004)

LEAD OPD REPORT

Mon., 6/6: (8 am - 5 pm)	Resources Management & Budgeting Public Policy Formulation	Amin Elmallah
Tues., 6/7: (8 am - 5 pm)	Leadership & Critical Incident Management <i>SHAWAN INCIDENT</i>	Ted Mandalla
Wed., 6/8: (8 am - noon)	Leadership and Ethics	Steve Luallin
(1 pm - 5 pm)	Leadership	David Gullo
Thurs., 6/9: (8 am - 5 pm)	Project Presentations	Participants