

Building the Leader Within: Leadership and Management Skills

Instructor: Steve Kellams

Steven Kellams is a Detective Lieutenant and field training expert for the Bloomington Police Department. Lieutenant Kellams attended Indiana University from 1987 to 1991. In 1989 he graduated from the Indiana University Police Academy. In 1991 he was hired by the Bloomington Police Department and was assigned to night shift. During that time, he has been a breath-test operator, bike patrol officer, field training officer, senior field training officer, and field training manager. He has also served the department as Civil Disturbance Unit Commander and Special Investigations Unit Commander. He is currently assigned as the Detective Division Commander. In 2000 Lieutenant Kellams was instrumental in redesigning the field training program for the Bloomington Police Department and has taught that program to hundreds of departments throughout Indiana and the United States. He has also instructed on field training issues at the national level when he presented courses at the 2002, 2009, 2010, and 2011 National Association of Field Training Officers conference in Ann Arbor, Michigan; Madison, Wisconsin; Denver, Colorado; and Phoenix, Arizona. In 2000 Lieutenant Kellams was elected state director for the Indiana Chapter of the National Association of Field Training Officers. In 2005 he was elected to the Executive Board of the National Association of Field Training Officers and in 2008 he was the National President of NAFTO. In 2005 Lieutenant Kellams was named Monroe County Officer of the Year for his work with the Bloomington Police Departments Field Training Program. Lieutenant Kellams is a certified Indiana Law Enforcement Academy training instructor and teaches courses in Standardized Field Sobriety Tests, domestic violence, officer safety, firearms, civil disturbance, and field training.

Course Objectives:

This course is designed to build a foundation of knowledge essential for Law Enforcement leadership and management. The establishment of elite teamwork, effectual collaboration, and effective communication will be examined and explored. We will discuss the importance of utilizing and developing situational awareness, self-awareness, and personal accountability, while leading through organizational change in a constantly changing environment.

- Explore the many avenues of guidelines for making right decisions.
- Display an advanced level of knowledge and skills of leadership
- Exhibit critical-thinking process to further the profession.
- Establish the value of the profession to the community.
- Understand and evaluate current and future issues and trends in basic principles of leadership and the characteristics of the effective transformational leader.
- Gain an understanding of our own strengths and weaknesses via the DISC personality assessment, while learning to appreciate others' unique capabilities and growth areas.
- Appreciate the appropriate use of power in providing first line supervision in policing.
- Learn effective concepts dealing with time management and situational leadership.
- Leave this course with a renewed commitment to the importance of both adhering to and providing an environment dedicated to ethical leadership of ourselves, our subordinates, the communities we serve.

PARTICIPANT REQUIREMENTS:

Participants must be prepared to participate in interactive classroom exercises. In addition to lecture and discussion, participants are expected to record key information on the participant handout materials and take personal notes.

Throughout the program participants will be involved in individual and group activities where they apply the concepts being presented in class and share their findings by presenting their individual or group's ideas and

Building the Leader Within: Leadership and Management Skills

applications to the rest of the class. Thus, all participants will derive the added benefits of learning from each other and enhance their understanding and appreciation of each other.

Day 1

8:00 a.m. – 9:00 a.m.	Registration/Introduction
9:00 a.m. - 10:30 a.m.	Maximizing Success Via Our Daily Agenda
10:30 a.m. – 12 p.m.	How to say “No” as a Leader without losing influence.
12:00 p.m. -1:00 p.m.	Lunch (On Your Own)
1:00 p.m. – 2:15 p.m.	Take DISC Assessment
2:15 p.m. – 3:30 p.m.	Utilizing Cognitive Empathy in Leadership Roles
3:30 p.m. - 4:30 p.m.	Four Universal Principles of Human Interaction

Day 2

8:00 a.m. - 9:15 a.m.	Understanding Situational Leadership and Core Values
9:15 a.m. – 10:30 a.m.	Effectively Evaluating Self-Awareness as a Leader
10:30 a.m. – 12:00 p.m.	Skills to Handle Change
12:00 p.m. - 1:00 p.m.	Lunch (On Your Own)
1:00 p.m. – 2:00 p.m.	Essential Daily “Decisions and Disciplines”
2:00 p.m. – 3:00 p.m.	Rules without Relationships Leads to Rebellion
3:00 p.m. – 4:30 p.m.	Addressing Leadership Mistakes

Day 3

8:00 a.m. - 9:30 a.m.	Establishing the value of the profession to the community while building influence with minimal risk.
9:30 a.m. - 10:30 a.m.	Time Management Awareness Assessment
10:30am – 12 p.m.	Effective Concepts in Time Management and Situational Leadership
12:00 p.m. - 1:00 p.m.	Lunch (On Your Own)
1:00 p.m. – 2:00 p.m.	Establish Leaders, Teams, and complete sideways sheets for CADSP.
2:00 p.m. - 3:50 p.m.	Begin CADSP - Collaboration Activity to Devise a Strategic Plan
3:50 p.m. - 4:00 p.m.	Building the Leader Within Summary Conclusion
4:00 p.m. - 4:30 p.m.	Evaluation and Certification Presentation