

## Middle Management



This 40-hour FDLE salary incentive course is recommended for those who have taken a line supervisor or comparable course.

The course will cover: the responsibilities of a middle manager, leadership, decision making, communications, media relations, liability, ethics, fiscal management, planning, policy making and personnel management.

To receive a certificate, the student must pass a formal test with at least an 80%. Students attending this course should bring: copies of their agency's job description for first-line supervisors and middle managers, their agency's organizational chart, their assigned unit/division budget, and the agency's ethics policy.

Presenter Jeff Helms, operates Integrated Training Services, and is a SEPSI adjunct instructor. He received his Bachelor of Science and Masters of Public Administration degrees from University of Central Florida. His work concentrates on the development and facilitation of advanced/specialized training programs for both law enforcement and corrections.

### GENERAL INFORMATION

**DATE/TIME:** July 11-15, 2011 8 a.m.-5 p.m.  
**STATE APPROVAL:** Approved for Salary Incentive or Mandatory Retraining  
**LOCATION:** SPC Allstate Center  
Southeastern Public Safety Institute  
**FEE:** \$480.60 Trust Funded for Region IX officers  
**REGISTRATION:** By phone: 727-341-4500 By fax: 727- 341-4547  
**COORDINATOR:** Rosanne Beck (727) 341-4411

St. Petersburg College

SEPSI

### Advance Registration of Seminar Applicants

*Violations in attendance may interrupt your ability to pre-register for future trust fund training.*  
In the space provided below, please *print* the names of those who will be attending the announced program.

Name of Attendee	SSN or DOB	Agency	Telephone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
Signature: _____	Department/Agency: _____		
Agency Administrator: _____	Address: _____		
Title: _____	City/State/Zip: _____		

**FEE INCLUDES CLASS MATERIALS. Agency will be billed if fees are not paid when attendees arrive.**

**Return to:** Southeastern Public Safety Institute  
St. Petersburg College  
P. O. Box 13489  
St. Petersburg, FL 33733-3489  
(727) 341-4516 or Fax (727) 341-4547

PLEASE: NO CASH PAYMENTS  
Check/Money Order Only — To St. Petersburg College  
 Check enclosed       Invoice  
 Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_\_  
(SPC accepts Visa, Master Card and American Express)

Name of Seminar Middle Management July 7-15, 2011