



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.

The course is taught by David Keefe, an SPC adjunct instructor. Keefe, a retired commander from Yarmouth, Mass., has more than 35 years of law enforcement experience.

GENERAL INFORMATION

- DATE/TIME:** March 15-19, 2010 8 a.m.-5 p.m.
- LOCATION:** SPC Allstate Center
Southeastern Public Safety Institute
- FEE:** \$458.20. Trust funded for Region IX
- REGISTRATION:** By phone: 727-341-4500 By fax: 727- 341-4547
Please provide your e-mail address when registering.
Priority registration for Region IX until Nov. 23, 2009
- COORDINATOR:** Rosanne Beck (727) 341-4411

St. Petersburg College

SEPSI

Advance Registration of Seminar Applicants

In the space provided below, please *print* the names of those who will be attending the announced program.

Failure to comply for Trust Funded courses will result in agencies and/or individual officers not being able to reserve seating in future trust fund training.

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) 341-4500 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 March 15-19, 2010

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