



Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

JT Wooldridge, Director

40 Hour First Line Supervision & Leadership Development Course

April 25–29, 2022

8:00 a.m. – 4:00 p.m.

LETAC Training Center

840 S. Spring St, Suite B, Springfield, IL

This course is pending ILETSB approval and might be approved for the following mandate: Law Update

Instructor: Jan Mirikitani, the instructor for this course, has taught this program for 30+ years. Jan has been a law enforcement & government trainer since 1989 & teaches on the municipal, state, and federal levels. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentorship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker & trainer for state, regional, & federal conferences

Course Description

Jan Mirikitani leads the class in group discussions in a workshop environment. Course content focuses on Supervisors committing to their Department's mission while leading & developing their Officers towards Officer adherence to agency SOPs & IL statutes, providing ongoing support to Illinois Law Enforcement Training & Standards Board Mandates in daily public contacts. Candidates will discuss six forms of leadership, & when each is relevant to leading new Officers with one to three-years' experience, lateral hires from different agencies, & seasoned Officers. Candidates will do a self-assessment of their own personal communication style & their past/current methods for handling conflict & discipline.

Sergeants will discuss in regards to their subordinates:

- Law enforcement legitimacy/the ethics of professional law enforcement
- How to delegate fairly & effectively for Officer skill development.
- How to coach subordinates toward progressive discipline & liability prevention
- How to debrief critical situations with your squad for growth & stress reduction

Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10

Serving the Counties of Christian • Dewitt • Logan • Macon • Mason • Menard • Montgomery • Sangamon



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- How & why to confront on-& off-duty behaviors that can cause discipline, termination, & lawsuit (social media postings, drinking, drugs, gambling, fighting).
- How to recognize, assess, confront, & document sexual & workplace harassment.
- How to confront & set boundaries with toxic employees who damage morale.
- How to proof, edit, & help develop Officers with weak report writing skills
- How to effectively & fairly complete performance appraisals for subordinates
- The significance of building & sustaining morale on a daily basis in these times.
- Sergeant's role in squad/department team-building & trust with other Sergeants.
- Importance of Sergeant consistency & communication in Patrol in the Department.
- How-to do written communication with Command related to the above issues.
- Group practice with problem-employee scenarios

Non-Member Tuition: \$400.00. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone (be sure to include all pertinent information). ***MTU #10 local member department officers will be given registration preference until seven days prior to the date of class.*** After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. ***We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.***

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. Cancellations will also be posted to our mailing list.

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