



# Pennsylvania State Fire Academy

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## Minimum Standard for Accreditation (MSA)

January 1993

Revised 02 06

**Course Title:** Leadership I: Strategies for Company Success-NFA (LSI)

**Length of Course:** 16 Hours

**Lecture/Lab Breakdown:** 12/4

**Prerequisites:** Fire Service Personnel - ELIS

**Referenced Texts:** NFA Instructor Guide and Student Manual for course in question.

**Course Goal:** Upon completion of this course, the student will be able to demonstrate increased leadership ability in the areas of decision making, problem solving, and meeting organization.

**Description of Course:** Running an effective fire service organization, whether career, combination, or volunteer, requires leaders. Many line and administrative officers are very competent in technical areas, but need training and skill practice in key managerial strategies to reach their full potential in leading their organizations. This course is targeted at any line or administrative officer who must make decisions, solve problems, or conduct meetings as part of his/her duties.

**Description of Methodology to be used: (Brief)** A combination of lecture, discussion and individual/group activities.

**Student Equipment/Supply Needs:** Pen/Pencil, notebook, one copy of Student Manual for this course.

**Equipment/Audiovisual/Supply requirements:** Classroom with adequate seating; chalkboard or flip chart; 35 mm slide projector with screen; VHS VCR with sufficient monitors; 1 copy of Student Manual per student; 1 AV kit for this course.

### **COURSE OUTLINE** **(General - Not Detailed)**

<b><u>Time</u></b>	<b><u>Content</u></b>	<b><u>Instructor Notes</u></b>
4:00	Decision Making Styles	
4:00	Problem Solving I: Identifying Needs & Problems	
4:00	Problem Solving II: Solving Problems	
4:00	Running a Meeting	
continued		

## MINIMUM STANDARDS FOR ACCREDITATION

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**Competency Evaluation Mechanism (Brief description-attach copy):** 20 question written examination supplied with the Instructor Guide.

**Course Objectives (specific):** The participants will:

1. differentiate among the four decision-making styles identified.
2. match appropriate decision-making styles to given situations using the Vroom-Yetton model.
3. cite the advantages and potential disadvantages of group decision-making.
4. identify services provided by a typical fire company (outputs), and resources needed to provide these services (inputs) and understand their interrelationship.
5. describe advantages and disadvantages of individual and group problem-solving.
6. gain skills necessary to facilitate nominal group technique (NGT).
7. describe four methods by which problems are solved.
8. outline the critical steps in a problem-solving model.
9. apply force field analysis as an aid to diagnosing a problem.
10. complete the force field analysis begun during Problem-Solving I.
11. gain the skills necessary to facilitate brainstorming.
12. describe the steps that must be carried out in a problem-solving process after the problem has been identified and analyzed.
13. discuss the necessity for having planned meetings.
14. identify three types of meetings.
15. describe the requirements for running an effective meeting.
16. analyze a meeting agenda.
17. take effective meeting minutes.

**Questions/Comments: Contact the Curriculum Specialist**