

Program of Instruction

Course Syllabus

Course Title: Leadership Principles for the Fire Officer

Course Duration: 4 to 8 hours

Program: Cornerstone

Course Prerequisites: None

Course Description: Due to time constraints of job, family, and the needs of the department/district, many leaders are unable to commit the time required to attend formalized classes on leadership. This course is designed to address the leadership principles necessary to effectively direct and manage volunteer, combination and small to medium sized career departments. This course will identify leadership philosophies and facilitate a patch of discovery designed to help the student identify their own leadership qualities, strengths and weaknesses. Discussion of individual department challenges in a case study format is encouraged. Primary focus will be for Intermediate or advanced command level/supervisory personnel, but can include fire service/emergency services personnel at all levels.

Course Requirements and/or Recommendations: These can be divided into three categories: those completed prior to arriving in class (Pre-Course Work), those completed during class, such as homework assignments and quizzes (Course Work), and requirements completed after class but prior to receiving a certificate of completion. (Post-Course Work)

Summary of Directions

Pre-Course Work: None

Course Work: Participate in all course lectures and activities

Post-Course Work: None

Course Policies:

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs.

Course Content:

Module: 1

Title: Leadership vs. Management

Terminal Learning Objective:

At the conclusion of this module, the student will describe the different skill sets associated with leadership and management.

Module: 2

Title: Case Study: Movie – *Remember the Titans*

Terminal Learning Objective:

At the conclusion of this module, the student will identify leadership actions associated with change management.

Module: 3

Title: Organizational Change Agent

Terminal Learning Objective:

At the conclusion of this module, the student will describe common tactics used to derail the change process and steps that can be taken to reduce/minimize the impact of these tactics.

Module: 4

Title: Value Leadership

Terminal Learning Objective:

At the conclusion of this module, the student will be able to perform an organizational values assessment.

Module: 5

Title: Overcoming Failure

Terminal Learning Objective:

At the conclusion of this module, the student will be able to identify common reasons for leadership failure and techniques that can be implemented to avoid common pitfalls.

Module: 6

Title: The Law of Legacy

Terminal Learning Objective:

At the conclusion of this module, the student will be able to describe the term legacy and common steps associated with succession planning

Reference List:

This course was developed as part of the Hanover Park (IL) Fire Department Officer Development Program and is used and delivered by the University of Illinois Fire Service Institute with permission.

Harari, Oren, The Leadership Secrets of Colin Powell. New York, New York: McGraw-Hill, 2002.

Waddle, Scott, The Right Thing. Brentwood, TN: Integrity Publishers, 2002

Heifetz, Ronald A., Linsky, Marty, Leadership On The Line. Boston, Massachusetts: Harvard Business School Press, 2002

Abrashoff, D. Michael, It's Your Ship. New York, New York: Warner Books Inc., 2002

Murphy, James D., Flawless Execution. New York, New York: HarperCollins Publishers Inc., 2005

Giuliani, Rudolph W., Leadership. New York, New York: Hyperion, 2002

Allender, Dan B., Leading with a Limp. Colorado Springs, Colorado: WaterBrook Press, 2006

Howard, Gregory A., Remember the Titans. Walt Disney Productions, 2000

Sloan, Anthony & Brown, Chris, "Lincoln's Leadership Lessons", www.wiprogram.org/leadership/y102_research_paers/old_papers/ABRAHAMLINCOLN, 7/22/2007

Maxwell, John C., The 21 Irrefutable Laws of Leadership, Thomas Nelson Inc., 1991

Maxwell, John C., Failing Forward, Thomas Nelson Inc., 1991

Waddle, Scott, "*Greater Than... My Failure*", Seeds, 2006

Reading List:

Abrashoff, D. M. (2002). *It's Your Ship*. New York: Warner Books, Inc.

Allender, D. B. (2006). *Leading with a Limp*. Colorado Springs: WaterBrook Press.

Bush, G. W. (2010). *Decision Points*. New York: Crown Publishers.

Giuliani, R. W. (2002). *Leadership*. New York: Hyperion.

Harari, O. (2002). *The Leadership Secrets of Colin Powell*. New York: McGraw-Hill.

Heifetz, R. A., & Linsky, M. (2002). *Leadership on the Line*. Boston: Harvard Business School Press.

Hybels, B. (2002). *Courageous Leadership*. Grand Rapids: Zondervan.

Hybels, B. (2004). *The Volunteer Revolution: Unleashing the Power of Everybody*. Grand Rapids: Zondervan.

Maxwell, J. C. (1991). *Failing Forward*. New York: Thomas Nelson Inc.

Maxwell, J. C. (1991). *The 21 Irrefutable Laws of Leadership*. New York: Thomas Nelson Inc.

Murphy, J. D. (2005). *Flawless Execution*. New York: HarperCollins Publishers, Inc.

Phillips, D. T. (1992). *Lincoln on Leadership*. New York.

Rubin, Dennis L. (2013). *D.C. Fire*. Tulsa Oklahoma.

Schwarzkopf, H. H., & Petre, P. (1992). *It Doesn't Take A Hero*. New York: Bantam Book .

Waddle, S. (2002). *The Right Thing*. Brentwood, TN: Integrity Publishers.

Course Schedule

4-Hour Format

<u>Event</u>	<u>Duration</u>
Module 1 – Leadership vs. Management	2 hours
Module 3 – Organizational Change Agent	30 minutes
Module 4 – Value Leadership	1 hour 30 minutes

8- Hour Format

<u>Event</u>	
Module 1 – Leadership vs. Management	2 hours
Module 2 – Case Study: Movie – <u><i>Remember the Titans</i></u>	2 hours

Lunch

Module 2 – Case Study: Movie – <u><i>Remember the Titans</i></u>	1 hours
Module 3 – Organizational Change Agent	30 minutes
Module 4 – Value Leadership	1 hour 30 minutes
Module 5 – Overcoming Failure	30 minutes
Module 6 – The Law of Legacy	30 minutes