

# Mid-Management Training Course

for Law Enforcement and Public Safety Agency Personnel



## FEBRUARY 13-15, 2024

SANTA FE, NM

Provided by:

**New Mexico Law Enforcement Academy**

This comprehensive 3-day training course is designed for Supervisory and Management Staff that focuses on the next step for Leadership Excellence and Administrative Practices to create an effective and functional organization for their staff and the community they serve. Participants engage in discussion, Q&A, practical exercises, and case studies throughout the course.

### Course Topics

#### **Organizational Leadership & Management Competencies**

- ✓ Foundational Qualities
- ✓ Trait Excellence
- ✓ Organizational Management
- ✓ Problem Identification & Resolution
- ✓ Transitioning into Management
- ✓ Organizational Communication

#### **Understanding the Budget Process**

- ✓ Basic Budget Process
- ✓ Coordinating/Controlling Expenses
- ✓ Purposes of a Budget
- ✓ Preparation & Submission
- ✓ Financial & Political Aspects
- ✓ Budgetary Decision Making
- ✓ Budget Project Exercise

#### **Legal Liability Implications**

- ✓ Risk Management
- ✓ Management Responsibilities
- ✓ Employment Rights Issues
- ✓ Liability/Negligence in Organizations
- ✓ Introduction to Policy Administration

#### **Managements Role in Corrective Actions and Misconduct Complaints**

- ✓ Effective Disciplinary Systems
- ✓ Disciplinary Processes
- ✓ Subordinate Supervisor Documentation
- ✓ Handling Cases of Misconduct
- ✓ Legal Responsibilities

#### **Critical Incident & Crisis Leadership**

- ✓ National & Local Events
  - ✓ The Panic Button
  - ✓ Review of Seven Critical Tasks
  - ✓ Factors that Influence Outcomes
  - ✓ Incident Analysis Exercise
- This is not CIT, CIM, or ICS, but a practical application in preparing for and managing crisis events in today's environments.

Students participate in various exercises and management projects throughout the course of training.

### **Who Should Attend**

Supervisors and Managers in Law Enforcement, Public Safety, Communications, Detention/Corrections, Fire, EMS, Government, and Administrative positions who anticipate or have been promoted into a mid-level management position and who have at least completed a 1<sup>st</sup> Line Supervisor or equivalent type training course.



**NMLEA Accredited  
Training Course**

Other State's POST may also accept this training-

#### **No Cost:**

This training is sponsored in full by NMLEA

**Register** for the class through the Acadis® Portal by contacting your Agency Training Coordinator.

If you are a Training Coordinator and have questions or problems registering through Acadis® Portal, contact Layla Reyes at (505) 827-3320 or email at [layla.reyes@dps.nm.gov](mailto:layla.reyes@dps.nm.gov)

#### **Class Times:**

8:15 am - 5:00 pm Daily  
Classroom 4

#### **Training Location:**

**New Mexico Law Enforcement Academy**  
4491 Cerrillos Rd.  
Santa Fe, NM 87507