

IFMA Management Institute

Course Overview

This two-day course provides new fire marshals and those aspiring to be fire marshals with a primer of the subjects required to be successful. It serves as a refresher for experienced fire marshals to brush up on management skills. The information provided in this course is designed to better help you understand the issues facing management of a fire prevention program.

Day 1	Subject	Objectives
	Manager vs Leader	The difference between a Manager and a Leader. Their Management/Leadership Style. Keys to effective Leadership.
	Politics	Some of the political barriers How to effectively work with Politicians and the Political Environment. Issues that may influence Politicians and/or the Political Environment.
	Legal	The Element of Liability Be able to recognize and understand possible defenses to legal actions. Understand how to be better prepared to manage their office and to work effectively within their organizational structure.
	Budget	The budgeting and accounting processes. The common types of budgets, accounts and funds common to local governments.
Day 2	Subject	Objectives
	Staffing	How many people do you need in your work unit? What hiring practices need to be considered before bringing in new staff? How do you justify your requests for staffing?
	Community Risk Reduction	Participants will be provided an overview of the processes necessary to complete a Community Risk Assessment and develop a Community Risk Reduction Plan. Participants will be able to identify the types of measurements used in the evaluation of a Community Risk Reduction Program.
	Benchmarking	Gain a basic understanding of the principals, application and common methods of using program metrics in support of prevention efforts.
	Strategic Planning	The basics of strategic planning. How to develop good vision and mission statements for your organization. The basics of logic model planning. Identifying strengths, weaknesses, opportunities and threats (barriers) facing your organization.
