

Lecture	Skill	Fractional Credit
12	0	0.8

### Course Description

Designed to meet the needs of the company officer, this course provides the participant with basic skills and tools needed to perform effectively as a leader in the fire service environment. This leadership course addresses techniques and approaches to problem-solving, identifying and assessing the needs of the company officer's subordinates, running meetings effectively in the fire service environment, and decision-making for the company officer.

**Prerequisites:** FRS 101 – FRS 203 or Consent of Inst.      **Corequisite:** None

### Task List

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 of 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.	Demonstrate nominal group techniques (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.	Demonstrate brainstorming.
12.	Describe the steps that must be carried out in a problem-solving process after the problem has been identified and analyzed.
13.	Describe 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.

### Instructor Equipment List

Overhead Projector

Index Cards

TV/VCR

(Standard Course Media:	Decision-Making	OHTs	DM.1 to DM.39
	Problem-Solving I	OHTs	PSI.1 to PSI.43
	Problem-Solving	OHTs	PSII.1 to PSII.27
	Running a Meeting	OHTs	MT.1 to MT.24

Videos – Decision-Making: Video “Analyzing Decision-Making Styles” –Scenarios 1-3  
Running a Meeting: Video: “Running a Meeting”)

**Old FRT Number: 830 / FRT 160**