



Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Robert S. Crouch, Director

FIRST LINE SUPERVISION & LEADERSHIP

**Meets the following state required mandates:
Procedural Justice, Cultural Competency, Human
Rights & Use of Force**

November 27-29, 2017

8:00 a.m. - 4:00 p.m.

LETAC Training Center

840 S. Spring Street, Suite B, Springfield, IL

Instructor: Jan Mirikitani teaches character-driven professional ethics & competencies from Stephen Covey & John C. Maxwell. She consults & trains for federal & local law enforcement agencies, and for county & municipal governments. She teaches strategic planning for succession training, organizational thinking, business writing, coaching toxic behavior, conflict resolution, cultural equipping skills, public speaking/facilitation skills, sexual harassment & hostile work environment, work teams, & the 360 degree approach to hiring, delegation, coaching, & evaluation.

Jan has been a keynote speaker & trainer for national, regional, & state conferences for the Federal Reserve Bank System, the U.S. Bankruptcy Court, the U.S. District Court, U.S. Probation, Department of the Interior, Environmental Protection Agency, American Society of Industrial Security, The IL Sheriffs Association, D.A.R.E. America, LETSAC, Division of Family Services, Greater IL Chapter IPMA-HR Directors, IL City Administrators, MO & IL Municipal Clerks, to name a few. She has been the keynote speaker at Federal District Court Conferences for multiple states.

Jan has trained for multiple law enforcement agencies. Since 1989, she's taught at the St. Louis County & Municipal Police Academy. Since 2000, she's trained for the St. Louis Metropolitan Police Department & the Southwestern IL Law Enforcement Commission (SILEC-MTU 14). She teaches for numerous other MTUs, and the Jefferson County and Eastern MO Police Academies. She trains for the MO Command College for the MO Police Chiefs. Jan wrote/teaches Instructor Development, Advance Instructor Development, Report Writing Train-the-Trainer, FTO Seminars, Leadership Development Forums, and numerous other programs.

Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10

Serving the Counties of Christian • Dewitt • Logan • Macon • Mason • Menard • Montgomery • Sangamon



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Mirikitani was Communication Faculty at St. Louis Community College at Meramec for 14 years. In 1989 faculty voted her the *District-Wide Innovator* for her course handbook development in cultural diversity. In 1989 & 1993, Phi Theta Kappa honored her for Teaching Excellence. She was named Who's Who Among American's Teachers in 1994, & Who's Who of Professional Management Trainers in 1999.

Mirikitani strives to "fit" her training, consulting, & coaching to the unique needs of each organization's employees through pre-interviews to identify organizational mission, policies, methods, & obstacles. She has ridden thousands of hours with law enforcement officers. Jan is considered a trusted friend of law enforcement by many.

Course Objectives:

- Assertive, Aggressive, Non-Assertive Communication
- Generational Differences
- Leading for Results
- Conflict Resolve
- Ethics of Professional Law Enforcement
- Ethical Self-Inventory
- Confidentiality Agreement
- Sexual & Workplace Harassment
- Coaching
- Delegation
- Common Sense Laws of Building & Maintaining Morale
- Progressive Development & Discipline
- Performance Appraisals
- Scenarios for problem/conflict resolve, coaching, disciplinary action

Non-Member Tuition: \$240.00. Non-Member tuition shall apply to State/Federal agencies, Local Law Enforcement agencies which are not a member of any MTU, Local Law Enforcement agencies which are members of non-reciprocal

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MTU's (MTU's which do not offer free attendance to local law enforcement agencies outside of their own MTU). Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone (be sure to include all pertinent information). MTU #10 local member department officers will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often.