



Utah Chiefs
of Police
Association

“L.E. Admin Assistant Course”

Thursday, May 12th and Friday, May 13th, 2022

Holiday Inn Express, 2450 North Town Center Drive, Washington City
Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 4:00 p.m.

If you're a newly appointed or tenured administrative assistant, or a civilian staff member that has a desire to become one in the future, this course is for you!

This course is **WHERE** you need to find out:

- **Why** you may want the job – the rewards and challenges of partnering with today's Police Chief
- **What** is expected of an administrative assistant from the perspective of a Police Chief and department members
- **How** to effectively anticipate and assess issues and the needs of the Chief and other department members
- **When** you are ready to be an administrative assistant and help prepare you to be successful

Topics covered in this course will include:

- The role and responsibility of an administrative assistant
- Current trends within the LE profession & what is unique about your department
- Expectations of the administrative assistant from the Police Chiefs perspective
- Administrative Assistants role in a crisis incident or other critical situations
- The importance of developing trust, confidence and confidentiality
- Personnel issues/Records Management
- Organizational change and its impact on a department
- Relationship development and sustainability with other city/town departments
- Overall personal & department wellness and how you can impact the outcome
- “The temperature of the department” and keeping the Chief in the loop
- Practical tips for success

****REGISTRATION FEE \$400.00****

If you have questions regarding this training, please contact Retired Chief Jim Keith - Course Facilitator, (435) 632-6949 or jkeith1115@gmail.com

Class is limited to 40 participants. The course will be very interactive and include a series of moderated panels with administrative assistants, police chiefs, and others.

Morning and afternoon snack will be served each day and lunch on day 2
Holiday Inn Express Room Rate of \$85.00 plus taxes if you book the room by April 25th.

***If interested in attending this course, please complete and submit the
PRE-REGISTRATION FORM BY
April 1st, 2022***