

Front-Line Leader Institute (FLLI) – Requirements and Expectations

Welcome to the Front-Line Leader Institute!

You're about to negotiate a new program intended to help prepare you for future law enforcement leadership roles. *Importantly, whatever you've heard about this program from past participants will not be accurate.* This is intentionally different, so be prepared to immerse yourselves, starting now.

The program is more rigorous, involving pre-course work, the one-week course itself, and then follow-up work. During the course, you will not only participate in day-long programs covering 10 different leadership topics but will be asked to negotiate nightly homework assignments.

Requirements. Between now and your attendance, there are five activities required. Please ensure each of these are complete, in the order below, before the start of Day 1.

1. You will schedule a 1-hour, one-on-one with your Sheriff or Undersheriff (or equivalent). During that discussion, we want you to explore the following:
 - a. How do their expectations of you differ – from whatever role you've been executing to your role as a front-line leader in their Agency?
 - b. What did they find most difficult in their own transition from follower to leader (when they were in your shoes at this stage of their careers)?
 - c. When did they decide to make law enforcement their career? Was there a tipping point or episode that drove them to that decision? If so, ask them to describe that to you.
 - d. What have they found most rewarding and most challenging about their careers in law enforcement?
 - e. Ask them to tell you their "war story" ever.
 - f. What is their expectation for you from this course? What do they want for you and their Agency coming out of this experience?
2. You will be journaling throughout this entire experience. If you don't have a journal, acquire one. Your first journaling assignment is to write two pages on your definition of, and concept for, professionalism. Just to be clear, we're not talking about a computer/digital journal. We want you to grab a writing utensil and write in a separate book you'll keep. It's yours. No one will ever ask to review it but we do want you to bring it with you to the course.
3. Very shortly, you will receive a book, *Emotional Intelligence 2.0*, from our facilitation team. If there is more than one attendee from your Agency, the books will arrive together. If you receive them, please ensure the others get them. If you don't get yours at least one week prior to the start date, please contact us at the numbers/e-mails below. When you receive that book:
 - a. Read the first 60 pages. Then...
 - b. Open the back flap and take the emotional intelligence self-assessment. You will have the opportunity for a one-on-one coaching session with our facilitation team during the week, so have this available digitally or print it out and bring it with you.
 - c. You do not need to read the rest of the book after the first 60 pages. Our team will talk about how to use this resource during a Day 2 discussion on Emotional Intelligence.

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4. Research the history of your law enforcement agency. This should be specific to your county or community. If there are any notable professionals that are part of that history, become familiar with their names and accomplishments. You can also capture this research in your journal (please bring your journal with you to the course). We will be talking about the history of law enforcement in Colorado on Day 4, and we'll want you to appreciate how your Agency fits into that larger picture.
5. Approximately one week prior to the course, you will be directed to digital versions of most course materials. You should – minimally download these to your computer and bring that computer with you. *If you prefer a paper copy to use during the course, print the workbooks out and bring them* with you. There will be no paper copies distributed.

Regarding the digital curricular products. CSOC will provide you a link. We strongly recommend you download and print them for the week. It's truly your option as to whether to do this or to access them via your computer.

We've had several past participants try to use their smart phones in lieu of a computer. This makes for an extremely long week and doesn't work that well. Therefore, please print and bring the workbooks with you OR bring a laptop you can use throughout the week.

Offentimes, power access is limited in our training locations. We'll do the best we can, but please anticipate this and bring a fully charged computer, cords, and any other accessories you believe may be helpful in keeping that computer charged throughout the week.

Expectations. You may know that this course represents a shift away from a two-week program to one week. Consequently, you should plan on being fully committed for the entire time you're at FLLI. Some expectations...

- Whatever you're thinking this is...it'll be different.
- So long as we get to the learning objectives, our facilitation team doesn't care about how we get there. Be ready to flex.
- As talented as we believe our team to be, they won't have all the answers. Be ready to help them. We want to make this practical and applicable to you and your Agency, wherever you or they are.
- You'll invest the time and thinking necessary to make the investment by your Agency pay off. That includes doing all of the pre-work, homework, and post-course work.
- Be prepared to contribute and actively participate every day. That includes providing us detailed, honest feedback during the course and afterward. We want this to be the finest front-line leadership development experience in the country and you're important to helping us make that happen.
- Finally, our team will be available to you at any point from now forward. They can't solve your leadership and organizational challenges for you, but they can help. Use them.

Contacts. If you have any questions about the course or anything here, feel free to reach out to Karen Pendergraft at CSOC (kpendergraft@csoc.org or (720) 344-4615) or Stephen Ingalls of Team Catalyzer (ingalls@teamcatalyzer.com or (913) 547-0665).

We look forward to seeing you!