

**Saturday – All Day**

**7 Hours**

# **Leading And Managing Small Departments**

This course is designed to cover the skills needed to meet the standard of NFPA 1021 Fire Officer Professional Qualifications. Topics to include:

- Leadership – to include characteristics of great leaders, leadership styles, which style is best, and the types of firefighter personalities.
- Management – demonstrating the difference from leadership, program management, and the who, what, when and how to manage.
- The definition and types of discipline.
- Program management and how to establish priorities and group nominal techniques.
- Tools of delegation and who and why to delegate.
- Mentoring
- Oral and written communication skills.

## **Instructor – Kenn Fontenot**

Kenn Fontenot is the National Volunteer Fire Council's Louisiana director and chair of the NVFC Health and Safety Committee. He is a charter member and the first Fire Chief of the LeBlanc Volunteer Fire Department. Fontenot is a principal member of the NFPA 1001 committee and an alternate member on the NFPA 1021 committee. He served for 12 years as the Regional Fire Training Coordinator at the Louisiana State University Fire and Emergency Training Institute and is a past-President of the Louisiana Fireman's Association. He holds an Associate Degree in Fire Science.