

## About the course:

## “First Line Supervision”



*“how to get the job done through people...”*

This one week training program is designed to provide supervisory and management training in first line supervision. The course will provide the cornerstone for all of your managerial and supervisory instruction. Typically, the best patrol officer is promoted and then expected to perform as a supervisor with little or no training on how to supervise others and get the job done through people. This course will provide comprehensive training in supervisory techniques and responsibilities instructed by experienced and veteran supervisory instructors who have taught supervisory courses to thousands of officers across the United States.

## About the Topics

- **Accepting supervisory responsibility**
- **Core values**
- **Civil liability**
- **Decision Making**
- **Interpersonal relations**
- **Ethical Leadership**
- **Labor relations**
- **Empowerment and delegation**
- **Team building and motivation**
- **Time management**
- **Collective bargaining**
- **Grievance handling**
- **In-basket exercise**
- **Additional synergistic exercises**



## About the instructors

**William Healy** was a career law enforcement officer who was a member of the law enforcement community for over 29 years. For 24 years, Mr. Healy had been a member of the Ohio State Highway Patrol and retired from the State Patrol in 1999. Mr. Healy has a Bachelor's Degree from Ohio University and a Master's Degree from Central Michigan University in General Administration. Mr. Healy is a graduate of the Southern Police Institute's Administrative Officer's Course at the University of Louisville. He has served as an instructor at the Northwestern University Traffic Institute (NUTI), the International Association of Chiefs of Police (IACP), the Ohio Attorney General's Conference on Law Enforcement, the Drug Enforcement Administration, and the Drug Interdiction Assistance Program. He is a certified instructor with the Ohio Peace Officer Training Council (OPOTC), and currently serves as Director of Training for North Coast Polytechnic Institute.

**Ms. Susan Rance Locke** was a career law enforcement officer for the past 29 years. She retired from the Ohio State Highway Patrol after 29 years of service. During her career, she served as a road trooper at the Chardon Highway Patrol Post. She also served as an Academy instructor at the Ohio State Highway Patrol Academy in Columbus, Ohio for over 7 years. Throughout her OSP career, she served as a Sergeant assigned to the Internal Affairs Unit in General Headquarters. She was later promoted to Lieutenant and was assigned to the Human Resource Management (HRM) unit where she worked in labor relations and as the training supervisor for the Department of Public Safety. Her last promotion to Staff Lieutenant required her to be reassigned as commander of the HRM employee relations section. Sue is a graduate of the prestigious 12 week Southern Police Institute (SPI) Administrative Staff and Command School out of the University of Louisville in Louisville, KY. Sue has over 25 years of law enforcement training instructor experiences in many different topics.

**REGISTRATION INFORMATION**

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

**REGISTRATION FEE:  
\$450.00 PER PERSON**

\_\_\_ Payment Enclosed  
\_\_\_ Bill Me (P. O. Number \_\_\_\_\_)

**Training Site:**

**Ohio Christian University  
Robert W. Plaster building  
Room # 206  
1360 Lancaster Pike  
Circleville, Ohio 43113**

**4 WAYS TO REGISTER:**

**On Line:** [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

**Mail:** North Coast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Oh 44039  
Phone (440) 353-0796

**e-mail:** [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)

**Fax:** (440) 353-0797

**FOR OFFICE USE ONLY**

School No \_\_\_\_\_  
School: First Line Supervision  
Pickaway County SO September 11-15, 2023

Northcoast Polytechnic Institute  
Attn: Mr. William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Ohio 44039  
Phone: 440-353-0796  
Fax (440) 353-0797  
e-mail: [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)  
Web: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)



*presents*

**First Line  
Supervision**

Hosted  
by



**Pickaway  
County  
Sheriff's Office**

**One week School**

**MONDAY - FRIDAY**

**September 11-15,  
2023**

**8:00 AM - 4:30 PM each day**