



# MEMORANDUM



Kenneth B. Ellerbe  
Fire & EMS Chief

Series	Number	Originating Unit	Originating Date	Expiration Date
2013	25	OFC	February 25, 2013	April 13, 2013

Subject:

## LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS

The District of Columbia Fire and Emergency Medical Services Department's Training Academy invites its employees to participate in a voluntary training course hosted by United States Fire Administration National Fire Academy: Leadership I for Fire and EMS: Strategies for Company Success.

This 2-day course will present the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course includes techniques and approaches to problem-solving, ways to identify and assess the needs of the company officer's subordinates, methods for running meetings effectively in the fire service environment, and decision-making skills for the company officer.

There are no prerequisites for this course offering

**Location:** D.C. Fire & EMS Training Academy

**Dates:** April 8-9, 2013

**Time:** 0815hrs – 1645hrs

**Class size:** Maximum 30 students.

Participants will be selected on a first come, first serve basis. Members must be on their day off on both days of the class in order to participate. **No overtime will be paid to attend this class.** Those interested must submit a completed FEMA application Form 119-25-2 via email to Captain Michael Knight, ([Michael.Knight@dc.gov](mailto:Michael.Knight@dc.gov)) or FAX to (202) 645-4998 by the close of business, March 1, 2013.

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