



## Heartland Fire Training Facility & San Diego Miramar College

### MANAGEMENT 1 (CA State Certified)

**COURSE DESCRIPTION:** This course prepares or enhances the first line supervisor's ability to supervise subordinates. It introduces key management concepts and practices utilized; includes discussions about decision making, time management, leadership styles, personnel evaluations, and counseling guidelines.

**Prerequisite:** None

**DATES:** September 21-25, 2009

**TIME:** 0830-1700

**LOCATION:** Heartland Fire Training Facility, 1301 N. Marshall Ave, El Cajon

**FEE:** \$110.00 (State Certificate & Book included) **LAST DAY TO CANCEL FOR REFUND: 9/10/09.**  
**STUDENTS MUST HAVE THEIR MIRAMAR COLLEGE ADMISSION APPLICATION ON FILE PRIOR TO CLASS ([www.sdmiramarcollege.edu](http://www.sdmiramarcollege.edu)); COLLEGE REGISTRATION FOR COURSE WILL TAKE PLACE ON FIRST DAY IN CLASS - ENROLLMENT FEE NOT INCLUDED.**

**INSTRUCTOR:** Joe Bunn, Division Chief; Encinitas Fire

**TO REGISTER:** Send check and registration form to: **Heartland Fire Training;** 1301 N. Marshall Ave, El Cajon CA 92020 - 619 441-1683/93 **NO PHONE REGISTRATIONS! SUBMIT SEPARATE CHECK FOR EACH CLASS**

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### Management 1 2009

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_