



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 8,9,10, 13&14, 2010

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: 8/30/10.**
STUDENTS MUST HAVE THEIR MIRAMAR COLLEGE ADMISSION APPLICATION ON FILE PRIOR TO CLASS (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**

Management 1 2010

NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ DEPARTMENT: _____