



Pennsylvania State Fire Academy

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Minimum Standard for Accreditation (MSA)

July 1992

Course Title: NFA Fire Service Supervision: Increasing Personal Effectiveness (FSSP)

Length of Course: 16 Hours

Lecture/Lab Breakdown: 12/4

Prerequisites: None

Course Goal: The goal of this course is to increase the participant's effectiveness as managers and leaders by presenting current research on management, leadership, stress, and time management and by showing them how to adapt information presented in the course to their own specific management context.

Description of Course: A program dealing with management principles as they apply to the fire service and how we can adapt them to specific fire service activities and fire departments.

Description of Methodology to be used: (Brief) Combination of lecture, audio visual presentation, and class participation.

Student Equipment/Supply Needs: Note taking material if desired, and student manual.

Equipment/Audiovisual/Supply requirements: Classroom, chalkboard, flipchart and markers, overhead projector, screen, slide projector with cassette tape player synchronizer ability, course material including slides, cassette tape, and optional overhead transparencies.

COURSE OUTLINE **(General - Not Detailed)**

<u>Time</u>	<u>Content</u>	<u>Instructor Notes</u>
:30	Registration, introduction and course overview	
3:15	Managing Effectively in the Fire Service	
3:15	Leading Effectively in the Fire Service	
3:20	Stress Management	
1:40	Time Management	
4:00	Individual Group Exercises per N.F.A. Instructor Guide	

continued

MINIMUM STANDARDS FOR ACCREDITATION

Competency Evaluation Mechanism (Brief description-attach copy): Written examination, instructor evaluation during group exercises.

Course Objectives (specific): The participant will:

1. be able to describe the key characteristics of the existing management "culture" or internal environment in his or her fire service agency.
2. be able to apply a management process to achieve objectives within a fire service management culture.
3. list key traits that define leadership within the culture of the fire service organization.
4. recognize how leadership viewed from the perspective of function and power may be used to advance group or organizational goals.
5. define/recognize 16 leadership functions.
6. recognize behaviors that obstruct these functions.
7. define types of power; recognize sources of power and cite constructive uses of power in group situations.
8. define four leadership styles and explain how style may be adapted to fit each of the following conditions: group maturity, organizational culture, task, and personal characteristics.
9. be able to define stress and list its primary effects on the individual and the fire department.
10. be able to cite several common stressors and list ways that an excessive level of stress may be revealed.
11. explain how individuals and fire departments may reduce their vulnerability to stress.
12. cite ways in which values, goals, philosophy, personal characteristics, and organizational context affect his or her approach to time management.
13. identify key considerations in developing an effective time management strategy.

**Questions/Comments: Rita Wessel, Curriculum Specialist: Extension 106
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