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<th>Instructor Name:</th>
<th>Instructor Email:</th>
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<td>Instructor Phone:</td>
<td>Office Hours:</td>
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<th>Class Meeting Dates/Location/Time:</th>
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<th>Add/Drop Dates/Withdraw Dates</th>
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[Other necessary information for students dropping or withdrawing from class]

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Course Description

Serves as the basic management course for present and potential members of the fire service, and for students and members of other fire science-related professions. Introduces the student to current management practices and philosophies and real-world applications from the supervisor's point of view. Covers decision making/problem solving, communication skills, conflict resolution, creativity and innovation, as well as the role of the manager in supervising personnel and programs, e.g., motivation, leadership, counseling, ethics, and handling discipline and grievances.

Course Competencies

1. Discuss current basic management theory, basic management concepts, practices and philosophies, and how they relate to management in the Fire Service.
2. Analyze the duties of a manager in areas of planning, organizing, coordinating, delegating and controlling.
3. Identify the differences in basic responsibilities and duties of the manager from the level of supervisor to top management.
4. Identify and analyze the management skills necessary to become an effective manager, such as: excellent communication skills, strong decision-making/problem-solving abilities, good team building skills, the ability to be creative and innovative, strong leadership skills, the ability to create a motivating environment, good group dynamic skills, and a strong work ethic.
5. Discuss the roles/responsibilities of the Fire Officer in managing personnel problems in the areas of conflict resolution, coaching, counseling, and handling discipline and grievances.
6. Discuss the differences between managing and leading.
7. Identify and evaluate the unique management problems associated with the Fire Service.
8. Identify the importance of ethics as it relates to fire and emergency services.
9. Identify the roles of the National Incident Management System (NIMS) and Incident Management System (ICS).
10. Acknowledge career development opportunities and strategies for success.
I. Definition of management and its importance.
II. Differences in management in the fire services compared to other professions.
III. History and foundations of management theory
   A. Classical management theory - management science
      1. Classical scientific
      2. Classical administrative
      3. Quantitative management theory
      4. Behavioral management theory
IV. Current management theory
   A. Contingency theory
   B. Situational leadership
   C. Systems management theory
   D. Management by objectives (MBO)
V. Management functions and cycle
   A. Planning
   B. Organizing
   C. Commanding
   D. Coordinating
   E. Controlling
   F. Roles, skills and responsibilities for Fire Officer in higher levels of management
VI. Effective management skills
   A. Roles of management
   B. Management skills (general)
   C. The three C’s of management
   D. Communication skills
   E. Problem solving/decision making skills
   F. Ethics
   G. Goal setting theory
   H. Group dynamics/informal organization
   I. Team building
VII. The Fire Officer as a motivator
   A. Motivation defined
   B. Motivation model
   C. Motivational theories that focus on needs
      1. Maslow's Hierarchy of Needs
      2. Herzberg's Two-Factor Theory
   D. Motivational theories that focus on behaviors
1. Expectancy theory
2. Equity theory

E. Managing motivation

VIII. The Fire Officer as a leader
   A. Difference between leading and managing
   B. Leadership defined
   C. Nature of leadership
   D. Leadership roles
   E. Situational leadership
   F. Leadership styles
   G. Theory X and Theory Y

IX. The role of the Fire officer in dealing with personnel issues
   A. Analyzing performance problems
   B. Performance appraisals
   C. Coaching
   D. Counseling
   E. Handling discipline
   F. Conflict resolution
   G. Managing change

X. The Fire Officer's roles and responsibilities in managing specific activities in the Fire Service
   A. Size-up, strategy, and tactics
   B. Incident command
   C. Fireground communications
   D. Budgeting (management of financial resources)
   E. Pre-fire planning
   F. Codes and inspections
   G. Public fire education
   H. Fire ignition sequence investigation
   I. Training as a management function
   J. Personnel management
   K. Management of physical resources
   L. Maintaining firefighter health and safety
Required Reading Materials and Supplies

[Course/Instructor Specific]

Technology Requirements

This course requires some online participation via Online Aims (Desire 2 Learn). Availability to a computer with internet access is required to obtain course information, complete assignments, and communicate via your college email account. You will need to allow time for technical malfunctions in order to meet required due dates. If you are having problems with Aims Online, please contact the helpdesk at 970-339-6380.

You will be required to utilize the online material provided by your textbook publisher for some assignments.

Computers are available on campus for student use. Please consult with your instructor if you have questions.

Attendance Requirements

[Course/Instructor Specific]
## Grading Criteria

[Course/Instructor Specific]

## Other Course Requirements/Expectations

[Instructor Specific]

## Class Schedule

[Semester Specific]

## Reading Requirements

[Instructor Specific]

## Due Dates

[Instructor Specific]

### Course Evaluations:

Course Evaluations provide valuable feedback to Instructors. Students are encouraged to complete the online course evaluation survey during the last two weeks of the course. Other short course evaluations will be available at various times, depending on the course start and end times. Students will receive an email message directing them to a website where they can login using their Aims ID and complete evaluations. Course evaluations are confidential.

### Standard Syllabus Policies

The standard syllabus academic policies are located at the following website: [http://www.aims.edu/inside/policies/standard-syllabus/](http://www.aims.edu/inside/policies/standard-syllabus/)