

COMMON COURSE NUMBER:   FFP 2710  

COURSE TITLE:   Fire Department Supervision  

CREDIT HOURS:           3          

CONTACT HOURS BREAKDOWN:

Lecture/Discussion           48          

Lab           00          

Other           00          

Contact Hours/Week           3          

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

Study of superior-subordinate relationship, motivation, leadership, morale, discipline, work planning and other material related to supervision in the Fire Department.

General Education Requirements - Associate of Arts Degree, meets Area(s):

General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:

1. The Importance of Leadership and the Successful Leader of Today
2. The Difference Between Men and Machines
3. The Art of Getting Along with Others
4. Supervision in the Fire Science
5. Evaluation -- Duty of Fire Officers
6. Problem Solving
7. The Job of Delegating
8. The Fire Officer as a Teacher
9. Drilling for Retention and Recall
10. Discipline in the Fire Service

## **I. Course Overview:**

Upon successful completion of this course, the students should be able to identify their qualities as leaders and demonstrate their ability to supervise others.

## **II. Units:**

### **Unit 1. The Importance of Leadership and the Successful Leader of Today**

#### General Outcome:

1.0 The students should be able to establish why leadership is important and demonstrate some attributes of a good leader.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Identify the problems involved in being a good leader.
- 1.2 Describe methods of motivation.
- 1.3 Define and analyze leadership.
- 1.4 Identify qualities of a good leader.
- 1.5 Explain how to spot a good leader.
- 1.6 Relate communication to leadership.
- 1.7 Relate how leadership has progressed in the fire department.

## Unit 2. The Difference Between Men and Machines

### General Outcome:

2.0 The students should be able to explain the differences between a man and a machine.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Define "man".
- 2.2 Describe man's behavior patterns.
- 2.3 Provide motives for man's behavior patterns.
- 2.4 Relate the characteristics of a normal man.
- 2.5 Explain why behavior patterns change.
- 2.6 Discuss what to do when changes occur.

### Unit 3. The Art of getting Along with Others

#### General Outcome:

3.0 The students should be able to discuss how to relate to others as a peer or as a supervisor.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Explain how to learn to get along with others.
- 3.2 Discuss some basic principles of human relations.
- 3.3 Establish the importance of "knowing your men".

## Unit 4. Supervision in the Fire Science

### General Outcome:

4.0 The students should be able to discuss how to supervise in the fire service.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Define "supervision".
- 4.2 Discuss reactions to poor supervision.
- 4.3 Identify the four areas of supervision responsibility.
- 4.4 Discuss three types of supervisory offices.
- 4.5 Explain how the officer functions as a manager, a coordinator, and an instructor.

**Unit 5. Evaluation -- Duty of Fire Officers**

General Outcome:

5.0 The students should be able to explain how to evaluate their subordinates.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

5.1 Identify the factors to be evaluated.

5.2 Evaluate the potential of each subordinate.

5.3 Evaluate subordinates for promotion.

## Unit 6. Problem Solving

### General Outcome:

6.0 The students should be able to solve supervisory problems.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 6.1 Define a problem.
- 6.2 Analyze a problem.
- 6.3 Identify the steps leading to a decision.
- 6.4 Define "grievance" and "complaint".
- 6.5 Recognize a grievance.
- 6.6 Forestall a complaint.
- 6.7 Gather facts.
- 6.8 Identify options.
- 6.9 Follow-up a decision.

## Unit 7. Job of Delegating

### General Outcome:

7.0 The students should be able to delegate.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

7.1 Establish reasons for delegating.

7.2 Establish reasons for not delegating.

7.3 Relate the rules of delegating.

7.4 Identify four factors important in delegating.

## Unit 8. Fire Officer as a Teacher

### General Outcome:

8.0 The students should be able to teach his subordinates.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 8.1 Discuss the importance of training.
- 8.2 Define "new firefighter" and "old time firefighter".
- 8.3 Establish reasons for teaching.
- 8.4 Differentiate between man and animal in the learning process.
- 8.5 List reasons man learns.
- 8.6 Explain the basic principles of learning.
- 8.7 Discuss methods of learning.
- 8.8 Identify levels of development in the process of learning.

## Unit 9. Drilling for Retention and Recall

### General Outcome:

9.0 The students should be able to explain the importance of drilling for later use on the firegrounds.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

9.1 Explain the importance of drilling.

9.2 Explain how concepts are stored in the "memory".

9.3 Explain the use of "memory hooks" in recalling information.

9.4 Avoid the use of drilling as a form of punishment.

## Unit 10. Discipline in the Fire Service

### General Outcome:

10.0 The students should be able to identify various types of discipline and how to use them.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 10.1 Define "discipline".
- 10.2 Identify types of discipline and how to use each.
- 10.3 Explain the results of poor discipline.
- 10.4 Explain the difference between positive and negative discipline and when to use each type.
- 10.5 Explain the results of negative discipline.
- 10.6 Identify the formal types of negative discipline.
- 10.7 Explain how to obtain and hold positive discipline.
- 10.8 Explain how discipline is a tool of supervision.