

North Carolina Justice Academy
PO Box 99
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MANAGEMENT DEVELOPMENT PROGRAM

Description - Application Form

CLASS #29
2017

**NORTH CAROLINA
JUSTICE ACADEMY**



Roy Cooper
Attorney General



Mark J. Strickland
Director

Non-profit Organization
U.S. Postage
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ENDORSEMENT

(This section **MUST** accompany the completed application)

To be signed by an authorized senior officer who personally knows the candidate and is familiar with the agency's future plans for the candidate.

Under a separate mailing, the endorser should send a single-page letter addressing: (a) the agency's objectives for nominating this individual to The Management Development Program, (b) the applicant's executive potential, (c) the areas of the organization in which the agency sees this applicant advancing, and (d) any additional comments you care to make.

The admission file will not be complete until the endorser's letter has been received. The Admissions Committee will treat this information as confidential.

The submission of this application has been approved by this agency. It is understood that if this candidate is selected, the participant will be free to attend each session and completely free from official duties while attending Program modules.

Signature of Endorser

Printed Name

Title

Address

City State Zip

Phone (_____) _____

Date _____

Application must be printed then signed and mailed, the endorsee's letter of recommendation should be mailed separately to: Admissions Committee, Management Development Program, North Carolina Justice Academy, PO Box 99, Salemburg, NC 28385.

The Experience

The Management Development Program (MDP) is not just a training course. It is an experience! The MDP experience includes an innovative curriculum which involves comprehensive and in-depth examination of the complex issues of law enforcement management, as well as the actual application of learned management and leadership skills.

The program consists of topical modules, each five days in length, which are scheduled over an 11-month period. Program modules are conducted by North Carolina Justice Academy faculty members who are devoted and committed to management and executive development. MDP modules are conducted alternately at both the Salemburg and Edneyville campuses. Seated class sessions are supplemented with on-line course work. Adjunct instructors, content specialists in particular topic areas and recognized as leading authorities by law enforcement practitioners, add an important dimension to the Program.

Academy and adjunct faculty enhance participant development through student-centered and action-oriented instructional activities. These group and individual activities are intense and challenging-more so than most law enforcement managers will ever encounter. Individual readings are assigned prior to particular modules and individual projects initiated during module attendance are completed upon the participant's return to the agency. Simulations, case studies, and skill practice exercises conducted during module attendance require participants to demonstrate - and receive a critique of - learned management skills. Such instructional activities create situations in which participant-peer interaction is essential, intense, and stimulating.

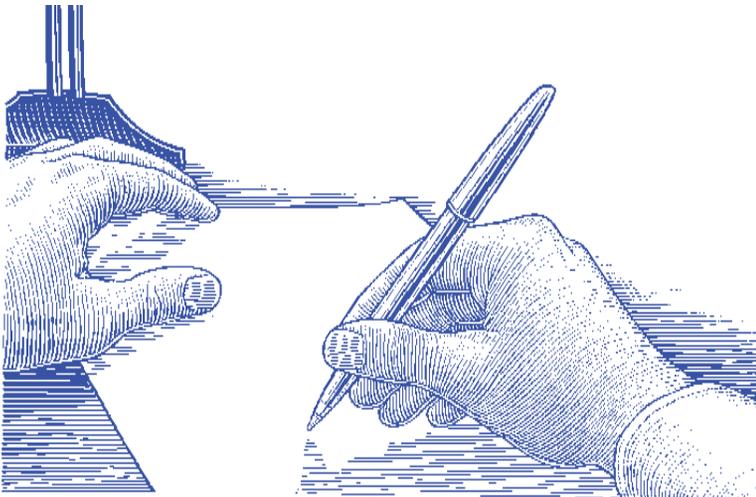


The Program Mission

The Management Development Program strives to recognize and continue a process of lifelong professional development which will enhance the participant's personal and professional effectiveness through learning, performance, and achievement.

To achieve this mission, the Management Development Program:

- 1** Develops specific participant interpersonal skill in the areas of leadership, motivation, communication, problem analysis and decision making, and performance and personnel management;
- 2** Provides the participant the knowledge, skills, and abilities to address practical management concerns related to media relations, researching and presenting information, legal liability issues, managing projects, and budget preparation;
- 3** Assesses personal strengths and creates opportunities for improvement in managing others;
- 4** Creates an atmosphere which allows for open and honest exchanges of information and discussion of current management issues and trends.



NOTE:

This is the first phase of The Management Development Program participant selection process. You may be scheduled for an interview with the Admissions Committee at the North Carolina Justice Academy if your application is accepted.

Who should we contact if your application is accepted?

Name _____

Title _____

Name _____

Title _____

Name _____

Title _____

**MDP is not
just a training course -
it's an experience!**



Budget Preparation and Presentation

Introduces the participant to guidelines which, if followed, result in effective budget preparation and presentation. Participants apply information received in class to the preparation and presentation of a sponsoring agency budget.

Legal Issues

Provides in-depth discussion of liability issues likely to confront managers. This module identifies strategies for liability management and policy development.

Personnel Management

Examines a personnel management system from recruitment to selection, training, evaluation, and discipline.

Media Relations

Introduces guidelines which, if followed, result in a more rewarding relationship with media representatives. Simulations and skill practice exercises give participants an opportunity to apply information received during class.

Critical Incident Command

Combines the application of material covered in Incident Command training with current law enforcement practices. The on-line portion is supplemented with a skill practice session.

Community Service/Volunteerism

Volunteerism enables law enforcement managers to establish and maintain a connection with the community they serve.



EMPLOYMENT EXPERIENCE

Previous Positions (most recent first)
Agency Position

Approximate
Dates
From To

Brief description of duties performed in previous positions

EDUCATION

Please include formal education and other management development programs (most recent first) (Type or print)

School Degree/Year Area of Specialization

Number of individuals employed by your agency _____

Number of employees you manage _____

To whom do you report? _____

Title _____

Phone (_____) _____

PREVIOUS EXPERIENCE

List those areas about which you would be willing to have in-depth discussions with other participants. (Type or print)

On a scale of 1 - 5 (5 meaning extremely proficient, and 1 meaning not at all proficient), code your degree of experience.

- _____ Leadership Experience
- _____ Making Management Decisions
- _____ Solving Organizational Problems
- _____ Conducting Research/Staff Studies
- _____ Maintaining Physical Fitness
- _____ Analyzing Data/Information
- _____ Developing/Presenting Budget Requests
- _____ Giving Oral Presentations
- _____ Evaluating Organization Effectiveness
- _____ Developing Department Policy
- _____ Releasing Information to Media Representatives
- _____ Monitoring Current Management Trends
- _____ Computer Skills
 - _____ Word
 - _____ PowerPoint
 - _____ Email
 - _____ Blackboard
 - _____ Excel

The Projects

Program participants will be required to initiate individual projects which address management concerns in the modern law enforcement setting. Additionally, class teams will work together on projects with a broader focus. Each team will make a formal presentation of their research to Academy staff.

Participant Selection

North Carolina law enforcement practitioners who occupy a position - or are a viable candidate for a position - that falls in the agency hierarchy above the first-line supervision level may apply to attend the Management Development Program.

Admission into the Program is through a competitive selection process. Interested candidates should complete and forward the Program application form to the MDP Admissions Committee Chairman.

Complete application packets for the 2017 Class MUST be received by September 30, 2016.



Program Attendance

The Program consists of a sequence of interrelated modules. Participants should therefore plan to attend each module offered during a particular session. Under special circumstances the MDP Coordinator may excuse a participant from module attendance. However, each participant must complete all modules within three years of initial enrollment to receive the program Certificate. (A limited number of spaces are allotted for individuals needing to make up particular modules). Program attendance is restricted to program participants.

Participants should also note that:

- ★ It is essential that agency responsibilities be modified while the participant attends the Program module(s).
- ★ There is a code of conduct associated with the program. This code must be signed prior to the interview portion of the Application Process.
- ★ Individual projects, readings and assignments are to be completed upon the participant's return to the agency and the participant must complete the assignment prior to the following module.
- ★ The MDP Coordinator may remove from the program an individual who fails to complete assigned projects and/or does not participate in instructional activities.
- ★ The cost for supplies, clothing, etc. is approximately \$300 per participant.

For further information regarding the Management Development Program, contact:

Management Development Program Coordinator
North Carolina Justice Academy
PO Box 99
Salemberg, NC 28385
Phone: (910) 525-4151

Applications and letters of recommendation and endorsement are due no later than September 30, 2016.

Application For Admission

The Management Development Program

Class #29 . 2017

**PLEASE COMPLETE ENTIRE APPLICATION.
(Incomplete applications will not be considered)**

PERSONAL DATA (type or print)

Name (for roster, diploma) _____

Name (for name tag) _____

Title _____

DOB _____ Last 4 SSN _____

Agency Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Home Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Email Address _____

PRESENT ASSIGNMENT Description of duties (type or print)
