



FACSIMILE MESSAGE

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DATE

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TO: ALL UNITS

FAX NO.

FROM: (INCLUDE TITLE & OFFICE)

Beatrice V. Cuello
 Assistant Superintendent
 Administration

TELEPHONE NO.

(312)745-5800

FAX NO.

(312)745-6840

MESSAGE

The Northwestern University Center for Public Safety (NUCPS) is offering a one week course designed to assist CPD Sergeants, Lieutenants and Captains in meeting the challenges they face supervising the modern police officer. The class will be conducted at the Education and Training Division. The focus of the class will be on understanding human behavior and integrating this knowledge into day-to-day work relationships with superiors, fellow supervisors, subordinates and the public. Topics such as leadership, communication, ethics, motivation, diversity and decision making will be addressed. This course will enhance the student's understanding of gender, cultural, religious and generational differences and their impact on decision making. Sergeants, Lieutenants and Captains interested in attending this class should submit a resume and a To/From/Subject/Report, including a short explanation of the reason for wishing to attend the class, through the chain of command to their respective Deputy Superintendent. Please forward all approved paperwork to the Office of the Assistant Superintendent-Administration Unit 117. Please contact Lieutenant Elizabeth Glatz at Elizabeth.Glatz@chicagopolice.org or Sergeant Jill Stevens at Jill.Stevens@chicagopolice.org or call (312)745-5800 for any questions.

The class for captains and lieutenants is scheduled for Second Watch
 31 January - 04 February 2011.

All requests for captains and lieutenants class are due no later than
 04 January 2011.

Classes for sergeants are scheduled for:

10-14 January 2011 Second Watch

07-11 February 2011 Second Watch

21-25 February 2011 **Third** Watch

All requests for sergeants are due no later than 04 January 2011. Sergeants should indicate which class they would like to attend in order of preference. Applicants cannot be on furlough at any time that the class is in session.

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