

A black and white photograph of several incandescent light bulbs hanging from cords. One bulb in the foreground is illuminated, casting a warm glow, while the others are unlit and appear as soft shapes in the background.

THE BUILDING BLOCKS OF **PURPOSEFUL, AUTHENTIC LEADERSHIP**

A Guide for
Today's Leader

THE BUILDING BLOCKS OF AUTHENTIC LEADERSHIP

Learn how to develop leadership skills for today



OUR MISSION

We help professionals from all reaches of the Criminal Justice and Public Safety arena stay on top of the trends, best practices and success stories in their industry through articles, webinars and training.

During this time of turbulence and change in our profession, more and more employees are being promoted to roles of leadership. But most of us have never received manager specific training.

Great management and leadership is about more than policies, general orders and procedure manuals. Today's employees and organizations need more -- perhaps more than what was ever expected of previous generations.

While salary and benefits are always important, today's employees need **empathetic leaders** who can understand the challenges and traumas faced on the job. Employees want a connected relationship with their managers – people who are trustworthy, competent and can create healthy, thriving cultures.

Sounds like a lot? It can be – but with the right help, entirely doable.

Authentic leadership is brave: at times difficult, but always rewarding. It is a unique and caring person who makes the decision to continuously develop their skills and be the leader that is needed in today's world.

The lessons and stories in this course will help you develop the skills needed to lead in a more intentional and forward-thinking way.

Whether you're a first-time supervisor, a new project manager or a current leader who never received a lot of training or coaching on how to be a leader... This course is for you.

COURSE INSTRUCTOR



BRENDA DIETZMAN
28-year veteran in the field
of law enforcement

Col. Brenda Dietzman (Ret) is a passionate speaker who has more than 28 years of law enforcement and corrections experience. She provides evidence-based training solutions and inspiring presentations for both individual and organizational improvement. She has presented at numerous national, state, and local events as well as for international audiences. Her areas of expertise include resilience, leadership, developing women leaders and leading generations. She is an internationally certified IADLEST instructor.

In 2019, Col. Dietzman retired from the Sedgwick County Sheriff's Office as the undersheriff in charge of jail operations. She oversaw two facilities with a total population of 1400+ inmates, 300+ employees and a \$40 million budget. During her time in law enforcement, she also served as the captain in charge of the Patrol Division and the Judicial Division, a lieutenant in both the Patrol Division and the Special Project Unit, a Community Policing sergeant, detective, and a road patrol deputy.

She has a Bachelor of Science degree in Administration of Justice from Wichita State University. She enjoys traveling, photography, mountain biking, running, meditation, and reading. She is married and has three adorable rescue dogs.

“

Overall great speaker and a great topic! Brenda was amazing and had a wealth of knowledge, and really touched on things and shed light onto topics some might not think about right away when they think about leadership. Loved her real-life examples and pictures!”

—Alanna

COURSE DETAILS

This course consists of 8 lessons with more than 8 hours of learning.

01 Getting Started and Leadership Foundations



In order to lead others, you first have to understand who you are as a leader, as well as your motivations for becoming a leader.

DURING THIS LESSON, WE'LL DISCUSS:

- What Leadership is
- The Importance of Setting Intentions
- Leadership Styles
- Understanding Your Own Style
- Ethics and Leadership
- The Pillars of an Ethical Life
- Defining an Ethical Organization

ACTIVITIES AND HOMEWORK:

- 4 Handouts
- Activity: Who Leaders Are
- Activity: Getting to Know Your Leadership Style
- Reminders from Lao Tzu
- Take the Next Step: Understanding Motivations
- Take the Next Step: Understanding Your Comfort Zone
- Take Time to Reflect: Signaling Values, Morals and Ethics
- Workbook: Curiosity Journal activities

“

This class provided great managerial advice, which was nice but unexpected. There were excellent techniques that I will use in my work. I appreciated the practical applicability and the candid response/recommendations to questions and difficult situations.

— AMANDA

”

COURSE DETAILS

(continued)

02 Personal Branding



We often think of branding as something companies do for products. But brands stand for something. When you hear the saying “Just Do It,” you know probably know exactly which company it refers to (Nike) and what that company stands for (winning, success, achieving goals, health, athleticism, excellence, etc.). During this section, you’ll stretch yourself to think of yourself as a brand.

What do you stand for?

DURING THIS LESSON, WE’LL DISCUSS:

- How You See Yourself vs How Others See You
- Examining Your Brand
- Understanding Authenticity and Brand
- The Social Media Test
- Characteristics of Leadership
- Developing Your Personal Mission Statement
- Beginning with the End in Mind
- How to Build and Grow Your Career
- Promoting Yourself

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Activity: Defining Your Brand
- Bonus Video: Living for Your Resume or Your Eulogy?
- Activity: Personal Mission Statement
- Activity: Growing Your Career
- Additional Readings
- Workbook: Curiosity Journal activities
- Take the Next Step: The Role of Emotional Intelligence
- Take the Next Step: Things to Think about When Planning Your Career

“

I love the idea of a personal mission statement. I think it will help keep me accountable. I like that she gives simple ideas for how to become more resilient and it’s not just ‘buy my book so you can become more resilient.’ Overall, really enjoyed it.

— ARETHA

”

COURSE DETAILS

(continued)

03 Building Resilience



Our profession faces turbulent change, extraordinary challenges and heartbreaking traumatic experiences on a regular basis. The best way to not just survive but thrive in this career is to build your own personal resilience and share those skills with your team.

DURING THIS LESSON, WE'LL DISCUSS:

- What is Your “Why”
- Understanding Resilience
- Trauma, Vicarious Trauma, Compassion Fatigue and Burnout
- How to Build Personal Resilience
- Resources for Resilience

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Reminder about Resiliency
- Activity: Building Personal Resilience
- Activity: Resilience Tactics
- Activity: Coping Skills
- Bonus Video: Gratitude Journals
- Bonus Video: Making Stress Your Friend
- Bonus Video: Just Breathe
- Bonus Video: Zentangling
- Bonus Video: A Quick Meditation
- Outside/Additional Readings
- Take Time to Reflect: Your Own History of Burnout
- Take Time to Reflect: Your Resilience Resources
- Take the Next Step: Examining Your Routine
- Take the Next Step: Creating a Resilient Team Culture
- Workbook: Curiosity Journal activities

“

My 20 years of experience as a supervisor leads me to fully endorse Brenda's advice. I had to learn many of these things on my own, and some of them didn't take hold until later in my career. A deep dive into each topic could be helpful for new supervisors, and by extension, beneficial to their organizations.

— ANDREW

”

COURSE DETAILS

(continued)

04 Leadership Skills



Today's manager faces extraordinary challenges. From navigating change to settling disputes among employees, strong leaders are able to listen and communicate clearly, empathize with others, and find resolution during difficult times. It's easy and tempting to try to do it all yourself. But part of management is also growing your people by delegating to teach skills that will help employees grow to the next level, as well as managing up (helping your boss set realistic expectations – or to provide the resources you need to be successful.)

It's no small feat – but you can meet the challenge!

DURING THIS LESSON, WE'LL DISCUSS:

- Change Management
- Understanding the Fear of Change
- How to Lead Change
- Decision Making
- Emotional Intelligence
- Dealing with Conflict and Conflict Resolution
- Communication and Active Listening
- Doing Evaluations Well
- Developing Delegation Skills
- Managing Up

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Activity: Managing Change
- Activity: Implementing Change
- Activity: EQ and You
- Pro Tip: Introducing change
- Pro Tip: Setting Boundaries
- Cheat Sheet: Effective Delegation
- Bonus Video: Training Employees for Difficult Conversations
- Reminders from Brenda: Lettuce in Your Teeth
- Take the Next Step: Test Your EQ
- Take the Next Step: Changing Up Your Routine
- Take the Next Step: Developing Employee Documentation
- Workbook: Curiosity Journal activities

“

Meeting efficiency: This is a huge problem in our organization – going off-topic, taking too long to discuss an issue, etc. This will help me to run more effective, efficient meetings as an example to others.

— LISA

”

COURSE DETAILS

(continued)

05 Management Competencies



Meetings, Email and Communication... The trinity of time-sucks. Depending on the study, leaders spend between 20-25 hours each week just in meetings. In fact, 65% of managers say that meetings keep them from getting their own work done. Adding to this, Harvard found that even the highest levels of executive leadership spend 24% of their time just on email.

However, meetings, email and communication are key managerial competencies. So during this section, we'll take extra time to discuss how you can take your skills to the next level in these crucial areas.

DURING THIS LESSON, WE'LL DISCUSS:

- The Addictive Nature of To Do Lists and Illusion of Multi-Tasking
- Strategies for Time Management
- Getting the Most Out of a Busy Day: Time Pockets
- Running Meetings
- Managing the Avalanche of Email
- Tech Tools to Boost Your Written Communication and Note Taking
- Understanding Why: Policies and Procedures
- Basic Project Management
- Balance: When is "Good" Enough? (Overcoming Perfectionism)

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Reminders from Brenda: Too Much to Do
- Reminders from Brenda: After Action Reviews...for Meetings
- Pro Tip: Better Agendas
- Pro Tip: Single-Threading Emails
- Activity: Upping Your Meeting Game
- Bonus Video: Writing Better Emails and Email Etiquette
- Outside/Additional Readings
- Take the Next Step: Trying Out New Time Management Techniques
- Take the Next Step: Wrap Up Meeting Emails
- Take the Next Step: Improving the Quality of Your Writing; Tracking Meeting Notes
- Workbook: Curiosity Journal activities

COURSE DETAILS

(continued)

06 Leading Your Team



Understanding diversity is the name of the game in today's workplace. From generational differences to sexual orientation, to building upon each other's strengths—managers are critical in bridging gaps for their teams.

DURING THIS LESSON, WE'LL DISCUSS:

- Building Your Team
- Applying Maslow's Hierarchy of Needs
- The Differences between Generations at Work
- Understanding Motivations
- Staff Training
- Diving into Implicit Bias
- Overcoming Internal Hurdles and Taming Your Inner Critic
- Learning to Speak Up
- Incorporating Mentoring, Coaching and Sponsoring
- Addressing Toxic Environments
- Leadership and Strategic Planning

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Reading List: Diving into Each Generation
- Pro Tip: Redesigning the Promotional or Application Process
- Pro Tip: Walking Talking Billboards
- Pro Tip: Opportunities
- Pro Tip: Addressing Requirements
- Pro Tip: Supervisors
- Pro Tip: Mentees/Employees
- Cheat Sheet: Finding the Right Mentor
- Activity: Differences between Generations
- Activity: Toxic Supervisor
- Activity: Types of Toxic Employees
- Read More: Retaining Your Team/ The Great Attrition
- Reminder from Brenda: Differences and Adaptations
- Bonus Video: Letting Go of Being a "Good" Person
- Bonus Video: Recognizing Your Inner Critic
- Bonus Video: Leaning In
- Bonus Video: Leaning In... Now What?
- Bonus Video: Effective Confrontations
- Reminders from Brenda: Calm
- Outside/Additional Readings
- Take Time to Reflect: What is a Leader to You
- Take the Next Step: Parenting the Next Generation of Employees
- Take the Next Step: Micro-Learning
- Take the Next Step: Exploring Biases/Self-Test
- Take the Next Step: Identifying Your Inner Critic
- Take the Next Step: Feeling Empowered and Safe
- Take the Next Step: Personal "Board of Directors"
- Take the Next Step: Confrontations
- Workbook: Curiosity Journal activities

COURSE DETAILS

(continued)

07 Personal Leadership Journey



Learning to be a good manager or a great leader is a lifelong journey. And just as with any journey, there are going to be times when things go great, there will be bumps in the road, challenges you least expected, roadblocks that impede your progress, and sometimes entire detours that derail your path. But it is a ***journey***. Journeys take preparation, a roadmap, maybe some education (where to stop for gas, the best sites to see, or the town's best pizza), and above all, patience.

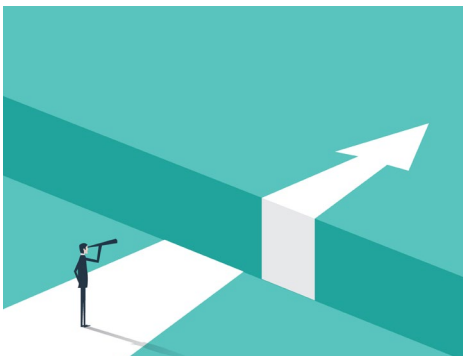
DURING THIS LESSON, WE'LL DISCUSS:

- Prioritizing Personal Growth and Development
- Embracing Optimism
- Amygdala Hijacks and Fixes
- Thinking through Problems
- The Importance of Being Kind
- Finding Ways to Navigate the Journey: Steering Wheel Therapy, Managing Inner Critics, Allies and Self Distancing

ACTIVITIES AND HOMEWORK:

- 2 Handouts
- Reminder: Perspective
- Reminders from Tara Mohr
- Bonus Video: Viktor Frankl's Man's Search for Meaning
- Bonus Video: The Surprising Habits of Original Thinkers
- Outside/Additional Readings
- Take the Next Step: Career Development Tasks
- Take the Next Step: Major Accomplishments
- Workbook: Curiosity Journal activities

08 Leadership Principles: Leading with the Future in Mind



With our final lesson, we arrive where we started, asking the question "What do you want your legacy to be?"

DURING THIS LESSON, WE'LL DISCUSS:

- A Recap of the Course
- Reminder of Mission
- Letter to Your Future Self
- And More Reminders from Brenda

ACTIVITIES AND HOMEWORK:

- 3 Handouts
- Outside/Additional Readings
- Bonus Video: Beginning with the End in Mind

REGISTER TODAY

Only \$192 per person

SEMINAR LOCATION

This online course is available through the Justice Clearinghouse Learning Management System. You will be able to attend the sessions from any internet connected computer.

REGISTRATION PROCESS

Once you enroll, you will receive your login information within 24 hours.

VOLUME DISCOUNT

If you are an NSA or NACA member, or have three or more personnel that are planning to attend, please contact us for a 20% discount code. Also, contact us for your JCH Paid Subscriber Discount

CONTACT US

If you have any questions, please contact us at aaron@justiceclearinghouse.com.

Learn more and sign up at
www.justiceclearinghouse.com



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