

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Emergency Manager Leaders Academy **Course: E451 Leadership Attributes**

Dates: September 10-13, 2012

Travel Dates:

Travel days are September 9 and September 14, 2012.

Course Length:

This course is 4 days in length. This is the first course in a four-course Academy series.

Course Description:

This is an interactive developmental course that will focus on leadership core competencies required to effectively operate in the emergency management (EM) environment.

Course Goals and Objectives:

Introduce qualities of effective EM leaders, relevant management styles, strategic thinking, and decision-making in EM leadership; understand and implement EM program evaluation, situational awareness, planning, mission and vision statements; effectively address Human Resource (HR) issues; develop awareness of key attributes of communication and collaboration for an effective EM leader; and discuss inter- and intra-agency communication, public advocacy, change management, and personal strengths.

The last day of the course will include a case study scenario where participants will work in groups. The intent of the exercise is for the groups to work through a case study scenario using the concepts and information covered during the course.

Continuing Education Units (CEU's):

The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

Target Audience:

Full-time managers in Federal, State, tribal or local EM with experience in disaster and emergency events or holding major program and policy positions. The State and local participants must be Emergency Manager, EM Directors, EM Section Chiefs, or related positions of authority. The audience may also include Federal managers such as Program Managers, Branch Chiefs, Section Chiefs, and Division Directors and above.

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21737-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netc-admissions@fema.dhs.gov

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FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admissions Office.

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than August 13, 2012.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat on the NETC shuttle. Call (301) 447-1048/1113, or email to netc-housing@fema.dhs.gov.

Selection Criteria:

Participants must be full-time managers in Federal, State, tribal or local EM with experience in disaster and emergency events or holding major program and policy positions. The State and local participants must be Emergency Managers, EM Directors, EM Section Chiefs, or related positions of authority. The audience may also include Federal managers such as Program Managers, Branch Chiefs, Section Chiefs, Division Directors, and above.

Notice to Applicants for FY 2013 courses:

Beginning on October 1, 2012, individuals applying for EMI classes will be required to register using the Training Administration Systems (CTAS) and obtain a Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/elms>
- Step 2: Click on the “Create Account” button on the left side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.

What do I do with this new SID number I have been assigned?

The SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1). When you enter and use the system you will be able to print off and retain a student identification card.

EMI Point of Contact:

For additional information contact the course manager, Tom Hirt, at (301) 447-1062, or by email at Tom.hirt@fema.dhs.gov.

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