

TRAINING OPPORTUNITY

The **Billings Police Department** is hosting a 2 day (16 hours POST) **Performance Evaluations** instructed by Mike Coker from the Public Agency Training Council. The course is August 25-26, 2011.

Sergeant Mike J. Coker (Retired) brings a motivational style of lecture to classes and speaking engagements across the Nation on the topics of Leadership/Supervision and Domestic Violence issues. Mike served as a police officer for 20 years in the Portsmouth, Virginia Police Department. Mike held several supervisory assignments during his tenure: Field Training Officer, Uniform Patrol Supervisor, Homicide and Robbery Squad Commander, Domestic Violence / Sex Crimes Supervisor, School Resource Supervisor, Robbery Task Force Squad Commander, Shift Commander, and Administrative Assistant to the Chief of Police. Mike is a graduate of Virginia Polytechnic Institute, Sorensen Institute for Political Leadership at the University of Virginia, and the State University Leadership Course at Pamplin College - Sponsored by the Virginia Police Chief's Association in Blacksburg, Virginia.

Identify 3 Key Performance Areas	Learn How to Prepare for Performance Reviews
Identify Common Errors in Rating Performance	Set Goals and Clarify Expectations
Learn Sample Phrases Observable Behavior	Learn How to Rate More Objectively
The Value of Performance Evaluations	Strengths Based Performance
Performance Expectations	Risk Management
Performance Review	Writing the Tough Evaluation

See the importance, from a liability perspective, of documenting the 12 Critical Tasks

Date: August 25-26, 2011

Location: Billings Police Department Training Center 4810 Midland Road
Billings, Montana (location may change due to class size)

Cost: \$250

Deadline: August 1, 2011

To register contact: Register online at www.patc.com , or fax the form to PATC at 317-821-5096.

For More Information: Officer Kathy Carson
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