



## INTERNATIONAL TRAINING GROUP (ITG®) COURSE OVERVIEW

### THE DETAIL LEADER'S COURSE

Duration: 40 Hours



**COURSE PREREQUISITES:** The Detail Leader's Course is designed to provide executive and dignitary protection professionals with the communications and management skills necessary for advancement within their field of endeavor and the knowledge necessary to successfully assume and excel in leadership positions within any protective services organization. It is about communication, planning, organizing and reporting of information, and developing personal leadership skills. This is NOT a basic training program. Students will be expected to understand protective methodology and be familiar with industry vernacular prior to attendance. The ITG® Executive Protection Agent's Training Course and/or other similar training from a credible government agency or private sector training program will be considered prerequisites for this course.

**STUDENT EQUIPMENT:** All prospective candidates must bring a fully functioning laptop computer with Microsoft® Office software programs Word, Excel, and Power Point® installed. A drawing program of some sort is also required (the instructional staff will be utilizing Microsoft's Visio®) to illustrate methodology during this training course. The 2007 versions of these programs will be used during the course. Personal Computers, not Macintosh computers are used by the instructors. Students may attend with MAC computers and/or earlier versions or other programs of relevant software but should be aware that they will be responsible for extrapolating the instruction and software commands to their particular software requirements. MAC users should insure that they are using the Intel® driven systems versus the older Motorola chip configurations and have the latest operating system updates. A computer mouse, mouse pad, and portable printer are highly recommended but not required.

### WHY OFFER THIS COURSE?

From the executive management perspective in the government, military, and private sectors, the individual protection agent is relatively easy to find. Protective agents with management abilities, verbal and written communication skills, admirable leadership traits, and personnel management talent are not. Skill sets pertaining to developing organizational effectiveness, planning complex operations, and identifying and fixing training shortfalls are even rarer. Students in this course will be exposed to the foundation necessary to be considered for potential leadership and management positions within their profession and will be armed for success in meeting critical management requirements.

### FROM THE GROUND UP

The protective services field is often a last minute, "get-up-and-go yesterday" industry. There is often not enough time for agents/operators to feel prepared for a mission – much less the Detail Leader (DL) - who is expected to effectively manage resources and lead his/her people. This course will explore what an effective DL will need in order to be prepared for any mission or operation, large or small. From establishing the components for an executive protection operation, to creating standard operating procedures, to formulating incident response and evacuation plans, to the reporting process, this course will provide students the opportunity to learn how these tools can help them in a DL role. Additionally, they will leave the course with the necessary tools readily available for mission specification and adaptation in the future.



### **WORKING SMARTER, NOT HARDER**

As a Detail Leader, a great deal is asked of the security professional in both the management of resources and the leadership of personnel. How does one even begin to answer the call? Establishing leadership roles and responsibilities, creating planning tools, reporting financials, establishing matrices, and many more managerial tasks are more easily accomplished with the use of simple computer software. Students will learn how to work smarter, not harder with the use of such software programs as the Microsoft® Office Suite (Word, Excel, and Power Point) and drawing programs such as Microsoft® Visio. An understanding of how the DL can employ these programs to simplify his/her life will also lead to other tricks of the trade. This will include tips on more concise reporting up to executive decision makers and more effective communication down to subordinate leaders and support staff.

### **MANAGING FINANCES, TRAINING, ASSETS, & EQUIPMENT**

With so many operators in the protective services industry vying for management positions, why not elevate yourself to the top of the heap with actual knowledge and training on how to be a successful and diverse manager. The ability to effectively manage equipment and financials is sought after by the top employers in this industry. The course will assist in establishing methods for property accountability from the onset of an operation, as well as general accounting, audit trails, cost estimates, and more that can prolong or shorten the lifeline of a project or contract.

### **LEADING PEOPLE**

So much of a Detail Leader's time is consumed by the management of budgets and resources that leading people often slips to the wayside. You cannot forget about your people. They are the ones who will truly make an operation succeed or be the cause of its demise. This course will explore not only the principles of leadership, but also pertinent leadership traits and effective styles of leadership in the protective services industry. This course will identify how to measure job performance of personnel and emphasize the importance of doing so for professional growth and succession planning. Whether encouraging a new agent to grow or keeping complex teams operating in high risk environments motivated and cohesive, this course will help a DL lead personnel in such a way that creates long term loyalty.

### **PRACTICE MAKES PERFECT**

As with all of the courses offered by the International Training Group™, no training would be complete without the aid of a practical exercise. Students will be given a scenario based mission and will be required to develop operational plans, briefings, budgets, and supporting documentation that will serve not only for exercise purposes in the course, but also as a professional work product that will not be encumbered by non-disclosure, non-compete, nor any other confidentiality or copyright restriction. This mission preparation work can then be shown to current or future employers as a sample work product. What better place to practice implementing these new leadership and management tools than in a learning environment with peers before actually having to rationalize a team's existence to executive decision makers?

### **ARMED FOR SUCCESS**

Students are provided with a compact disk containing selected formats, sample documents, generic contingency plans, and standard operational procedures templates that they may use or modify upon graduation. Combined with the sample work product developed during this professional development training program, this material will empower the graduates of this program to meet the demanding challenges of serving as Detail Leaders in any environment they may encounter.