



National Fire Academy

F0522 – Executive Skills Series: Exercising Leadership Through Difficult Conversations

Version: 1st Edition, 3rd Printing, July 2017

Quarter:

ACE Credit: In the lower division baccalaureate/associate degree category, one semester hour in public administration, leadership, communication, management, or human resources.

IACET Continuing Education Units: 1.4

Length of Course: 2 Days (14 hr., 5 min. contact hours)

Prerequisite: None

Curriculum: Leadership and Executive Development

Training Specialist: Kevin Brame

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

F0522 – “Executive Skills Series: Exercising Leadership Through Difficult Conversations.” The purpose of this course is to provide knowledge and skills for having difficult conversations to exercise leadership in addressing adaptive challenges. The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges.

Student Qualifications (Primary and Secondary Audience)

The target audience for all of the executive skills series courses consists of fire and emergency service personnel in positions of authority who have an opportunity to exercise leadership. At a minimum, the students must be assigned to a supervisory level position, such as Company Officer (CO).

Course Scope (Goal)

The goal of this course is for the student to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges.

Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, you will be able to accomplish the following:

- Identify the core processes and dimensions that characterize the adaptive leadership model.
- Map out the sources of one's formal and informal authority.
- Develop the first part of a plan for conducting a difficult conversation that identifies the purpose, desired outcome, and points of analysis required to proceed.
- Complete the final part of a plan for conducting a difficult conversation by analyzing a current personal issue.
- Apply the Ladder of Inference Tool, the Left-Hand Column Tool, and the Balancing Inquiry and Advocacy Tool to bridge the gap between an individual's impressions of a situation and what's really happening.
- Apply their plan for conducting a difficult conversation.

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

DAY 1	DAY 2
Introduction	Unit 4: Creating a Plan for a Difficult Conversation: Analyzing the Elements
<i>Break</i>	<i>Break</i>
Unit 1: The Adaptive Leadership Model Activity 1.1: A Difficult Conversation Activity 1.2: All Problems Are Not Alike	Unit 4: Creating a Plan for a Difficult Conversation: Analyzing the Elements (cont'd) Activity 4.1: Preparing for Difficult Conversations, Part 2
<i>Break</i>	<i>Break</i>
Unit 1: The Adaptive Leadership Model (cont'd) Activity 1.3: Adaptive Challenge Scenarios	Unit 5: Tools for Difficult Conversations Activity 5.1: Using the Tools
<i>Lunch</i>	<i>Lunch</i>
Unit 2: Authority and Power	Unit 6: Conducting a Difficult Conversation
<i>Break</i>	<i>Break</i>
Activity 2.1: Identifying the Authorizing Environment Unit 3: Creating a Plan for a Difficult Conversation: Identifying the Issue Activity 3.1: Preparing for Difficult Conversations, Part 1	Unit 6: Conducting a Difficult Conversation (cont'd) Activity 6.1: Conducting a Difficult Conversation

Note: Times listed reflect approximate instructional time blocks and may be adjusted to meet individual course preferences

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

Heifetz, R. A., Grashow, A., & Linsky, M. (2009). *The practice of adaptive leadership: Tools and tactics for changing your organization and the world*. Harvard Business School Press.

Stone, D., Patton, B., & Heen, S. (2010). *Difficult conversations: How to discuss what matters most*. Penguin Books.

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

Heifetz, R. A., & Linsky, M. (2002). *Leadership on the line: Staying alive through the dangers of leading*. Harvard Business School Press.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

The required performance to successfully complete the course is attained by completing the examination with a grade of “C” or better by correctly answering a minimum of 18 out of 25 questions.

The following course grading plan should be used to determine the assigned course grade for each student in the class.

Minimum Number of Questions Answered Correctly	Number of Incorrect Answers	Letter Grade to be Assigned to Student
23	0-2	A
20	3-5	B
18	6-7	C
17 or less	8 or more	F

EXAMINATION ADMINISTRATION PROCEDURES

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation¹ prior to a retest. Students who do not pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of “F” being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

Required Reading Assignments

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

Suggested Readings

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

Course Outline

Introduction (Day 1)

Objectives

None.

Unit 1: The Adaptive Leadership Model (Day 1)

Objectives

Terminal Objective

The students will be able to:

- 1.1 Identify the core processes and dimensions that characterize the adaptive leadership model.

Enabling Objectives

The students will be able to:

- 1.1 Identify the characteristics of an adaptive challenge.
- 1.2 Define disequilibrium and its role in accomplishing change.
- 1.3 Distinguish between adaptive and technical challenges.

- 1.4 Identify the distinction between acting in an authority role and exercising leadership.
- 1.5 Identify the dimensions of the adaptive leadership model.

Unit 2: Authority and Power (Day 1)

Objectives

Terminal Objectives

The students will be able to:

- 2.1 Map the sources of one's formal and informal authority.

Enabling Objectives

The students will be able to:

- 2.1 Identify the functions of authority.
- 2.2 Recognize the environment that provides an authority figure with the permission to exercise his or her role and responsibilities.
- 2.3 Identify the factors that compromise one's authority.

Unit 3: Creating a Plan for a Difficult Conversation: Identifying the Issue (Day 1)

Objectives

Terminal Objectives

The students will be able to:

- 3.1 Develop the first part of a plan for conducting a difficult conversation that identifies the purpose, desired outcome, and points of analysis required to proceed.

Enabling Objectives

The students will be able to:

- 3.1 Define difficult conversations.
- 3.2 Identify the concept of the "elephant in the room."

Unit 4: Creating a Plan for a Difficult Conversation: Analyzing the Elements (Day 2)

Objectives

Terminal Objective

The students will be able to:

- 4.1 Complete the final part of a plan for conducting a difficult conversation by analyzing a current personal issue.

Enabling Objectives

The students will be able to:

- 4.1 Identify the purpose for having a difficult conversation.
- 4.2 Identify what should be analyzed when planning for a difficult conversation.
- 4.3 Identify the planning considerations for a difficult conversation.

Unit 5: Tools for Difficult Conversations (Day 2)

Objectives

Terminal Objective

The students will be able to:

- 5.1 Apply the Ladder of Inference Tool, the Left-Hand Column Tool, and the Balancing Inquiry and Advocacy Tool to bridge the gap between an individual's impressions of a situation and what's really happening.

Enabling Objective

The students will be able to:

- 5.1 Identify tools that can help avoid misunderstandings during difficult conversations.

Unit 6: Conducting a Difficult Conversation (Day 2)

Objectives

Terminal Objective

The students will be able to:

- 6.1 Apply their plan for conducting a difficult conversation.

Enabling Objectives

The students will be able to:

- 6.1 Identify the leadership skills to use when conducting a difficult conversation.
- 6.2 Identify the five steps for conducting a difficult conversation.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

Course Failure

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the following rubrics that explain how grades will be awarded.

Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.