

# Training Announcement

## MANAGING ADMINISTRATIVE OPERATIONS

A 16 HOUR COURSE DESIGNED FOR NON-SWORN SUPERVISORS OF ADMINISTRATIVE OR SUPPORT FUNCTIONS AND EXECUTIVE/ ADMINISTRATIVE ASSISTANTS. THE COURSE EXAMINES LEADERSHIP PRINCIPLES, ORGANIZATIONAL DYNAMICS, OPEN RECORDS OVERVIEW AND INFORMATION SECURITY REGARDING PERSONNEL ACTIONS.

**Hosted by the Texas Police Chiefs Association**

Wed—Thurs, October 14-15, 2020 8am - 5pm

### Location

Texas Police Chiefs Association Headquarters

108 Cedar Hills Drive, Elgin, Texas 78621

**All Proceeds Benefit the**

**Texas Police Chiefs Association Foundation**

*Tuition: \$295 per student*

**REGISTER ON-LINE AT**

**[www.texaspolicechiefs.org](http://www.texaspolicechiefs.org)**

**Or contact the TPCA Office at 512-281-5400**

***Local Contact***

**Chief Mike Gentry (ret.), TPCA Training Director**

**Texas Police  
Chiefs  
Association  
Foundation**



**Develop Leadership  
Abilities**

**Improve Technical  
Skills**

**Craft the Organization**

### The Instructor

Chief Mike Gentry (ret.) served over 40 years in law enforcement with 27 years as a Chief of Police. He has presented leadership training across the United States for The Law Enforcement Management Institute of Texas, The Texas Police Chiefs Association, The Penn State University Justice and Safety Institute, The Michigan Chiefs and Sheriffs Association, the IACP and others. He currently serves as the Director of Training for the Texas Police Chiefs Association.

**Texas Police Chiefs Assoc.**

**P.O. Box 819**

**108 Cedar Hills Drive**

**Elgin, Texas 78621**