

East Central Illinois Mobile Law Enforcement Training Team

MTU #13

651 Jackson St., Rm327
Charleston, Il. 61920
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Course Announcement

Assessing and Managing Toxic Employees

February 4th, 2020

0830-1630 Hrs

MTU 13 Training Facility

3121 Dewitt Ave.

Mattoon, Il. 61938

Submit enrollment to:
Registration form at
www.mtu13.com,
boyer092@gmail.com
Or call 217-345-3344

This course helps Commanders & Supervisors assess & define three types of Toxic employees/Supervisors, their verbiage & behaviors, & their impact on work content & processes, workplace morale, and public contacts. It describes covert and overt ploys manipulative employees use to undermine leadership, policies, and the credibility of other employees.

It teaches assertive coaching methods for confronting & coaching the three types of toxic employees, with strategies for improving their coping skills & attitude. It teaches how to confront overt & covert toxic verbiage & behaviors. It clarifies neutral unbiased neutral writing strategies for documenting coaching.

Course instructor is Jan Mirikitani, JBM Consulting Services, LLC. Jan's been a law enforcement and government trainer since 1989. She brings a common-sense realistic approach to her training, and is considered a trusted friend of law enforcement.

Observed Mandates Include:

Procedural Justice



Jan Mirikitani, Principal, JBM Consulting Services, LLC
jbcnsltg@hotmail.com

Jan Mirikitani teaches character-driven professional ethics & leadership tenets from Stephen Covey & John C. Maxwell. She consults & trains for federal & local law enforcement agencies, & county & municipal governments. She teaches strategic planning for succession training & project management, organizational thinking, business writing, conflict management, coaching/managing toxic employees, anger de-escalation, cultural equipping skills, public speaking/facilitation, sexual & workplace harassment, hostile work environment, work teams, & the 360 degree approach to hiring, delegation, coaching, & evaluation.

Jan has been a keynote speaker & trainer for national, regional, & state conferences for the Federal Reserve Bank System, U.S. Bankruptcy Court, U.S. District Court, U.S. Probation, Federal Pre-Trial, Department of the Interior, Environmental Protection Agency, American Society of Industrial Security, The IL Sheriffs Association, D.A.R.E. America, LETSAC, Division of Family Services, Greater IL Chapter IPMA-HR Directors, IL City Administrators, MO & IL Municipal Clerks, to name a few. She's been the keynote speaker at Federal District Court Conferences for multiple states.

Jan has trained for multiple law enforcement agencies. Since 1989, she's taught at the St. Louis County & Municipal Police Academy, since 2000, at the St. Louis Metropolitan Police Department, & the Southwestern IL Law Enforcement Commission (MTU 14) & the Jefferson County LE Academy. She teaches for multiple IL MTUs. She has trained for the MO Command College for MO Police Chiefs.

On request from municipal & federal agencies, Jan has been coaching employees since 2000, whose work performance, ethical conduct, & leadership skills are lacking, often leading to a toxic & hostile work environment. Jan teaches communication & leadership tools for improving these behaviors related to a performance improvement plan & makes recommendations for needed changes impacting other employees & municipal liability.

Mirikitani was Communication Faculty at St. Louis Community College at Meramec for 14 years. In 1989 faculty voted her the *District-Wide Innovator* for her course handbook development in cultural diversity. In '89 & '93, Phi Theta Kappa honored her for Teaching Excellence. She was named Who's Who Among American's Teachers in '94, & Who's Who of Professional Management Trainers in '99.

Mirikitani strives to "fit" her training, consulting, & coaching to the needs of each agency through pre-interviews to identify organizational mission, policies, methods, & obstacles. She has ridden thousands of hours with Officers and is considered a trusted friend of Law Enforcement by many.