



Partnering for Your Department's Success: A Course for Executive Assistants

May 5th, 6th & 7th, 2025 | Winters, Ca

Day One May 5 th	
8:00 am – 10:00 am	Course Objectives and Introductory Exercise <i>Chief David Spiller – Executive Assistant Kim Monfort</i>
10:00 am – 12:00 pm	Police Culture: Effectiveness & Accountability in Policing Organizations <i>Chris Hsiung, Retired Police Chief / Undersheriff</i>
12:00 pm – 1:00 pm	Hosted Lunch
1:00 pm – 3:00 pm	Critical Issues for Executive Assistants <i>Chief David Spiller – Executive Assistant Kim Monfort</i>
3:00 pm – 5:00 pm	Microsoft Office Productivity Tips and Tricks (Part I) <i>Derek Cranford, Software Solutions</i>
5:00 pm – 6:00 pm	Hosted Reception

Day Two May 6 th	
8:00 am – 12:00 pm	Microsoft Office Productivity Tips and Tricks (Part II) <i>Derek Cranford, Software Solutions</i>
12:00 pm – 1:00 pm	Lunch (on your own)
1:00 pm – 3:00 pm	Practical Tips for Success <i>Chief David Spiller – Executive Assistant Kim Monfort</i>
3:00 pm – 5:00 pm	Elevating Your Communication and Leadership Skills (Part I) <i>Jessica Nowaski, Athena Leadership Coaching</i>

Day Three May 7 th	
8:00 am – 12:00 pm	Elevating Your Communication and Leadership Skills (Part II) <i>Jessica Nowaski, Athena Leadership Coaching</i>
12:00 pm – 1:00 pm	Lunch (on your own)
1:00 pm – 2:30 pm	Transitioning to a New Police Chief <i>Chief David Spiller – Executive Assistant Kim Monfort</i>
2:30 pm – 4:00 pm	Police Chief Panel
4:00 pm – 5:00 pm	Wrap-up & Course Evaluation