



## Christopher Bartolotta

Chris Bartolotta is a retired Captain and was employed in the field of law enforcement for over thirty-two years. He is a state and nationally certified instructor on a wide variety of topics to include alcohol and drug awareness, impaired driving enforcement, leadership development, methods of instruction, addressing mental health disorders, and major crime investigations.

Chris has assisted in the publication of two manuals used for law enforcement training. He has regularly lectured at the Pacific Institute for Research and Evaluation's National Leadership Conference during its tenure. He continues to consult and teach for several different contractors, both in and out of state.

Chris is a graduate of the FBI's National Academy. Chris interjects his own background and experience into his lectures making them practical and relatable to law enforcement of all ranks.



# TIME MANAGEMENT FOR THE LAW



## ENFORCEMENT OFFICER

10.25.22 - 1300 - 1630, Branford

3.28.23 - 1300 - 1630, Middletown

Trainer: Christopher Bartolotta

Time Management for Police Officers will expose officers to the purpose and nuances of time management. It is tailored to give the officer an understanding of best practices in time management; the benefits of time management; the obstacles to effective time management; discuss the importance of setting goals and prioritization; the benefits to organizational skills; an explanation of the time management process, and to provide characteristics of effective time managers. It will also explore the important role of delegation and communication with others.

- The course will concentrate on the development of key habits to effectively manage goal setting, prioritizing, and delegation. Emphasis will be placed on self-awareness, self-motivation, focusing, organizing thoughts, and planning, and communicating factual findings into a written format. Students will be able to understand how to manage stress, adapt and be patient, and how to deal with disruptions
- A review of *Covey's Time Management Matrix* will also be utilized to enhance the student's understanding on how to identify strengths and weaknesses with a multitude of everyday items.
- The course includes powerpoint, lectures and interaction between the instructor and the attendees.
- CT POST credits in area 600 will be awarded.



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