Schedule of Training

Day 1
8:00 AM – 5:00 PM

Day 2
8:00 AM – 5:00 PM

Day 3
8:00 AM – 5:00 PM

Each Day:
12:00 PM – 1:00 PM
Lunch — on your own

Upon successful completion of the program, participants are awarded a certificate of Comprehensive Animal Management Certification. Successful completion shall include a minimum passing score of 80% on the written examination and mandatory attendance during all training.

The ACCA Comprehensive Animal Management Certification costs just $450 per student for the complete course. You may pay for this training program either with an Agency Check, Personal Check, Purchase Order or Credit Card.

To obtain a registration form for this course, please visit: www.accacademy.net

Questions? Contact ACCA via phone at 937-825-6709 or email: mkumpf@accacademy.net

Upon registration, you will receive a confirmation letter via e-mail.

Class location: Greene County Animal Control, 641 Dayton-Xenia Road, Xenia, Ohio 45385. Need directions? Please call Julie Holmes-Taylor at 937-562-7400.

ACCA
Animal Control & Care
Academy

Animal Control & Care Academy
7559 Gardenside Drive
Dayton, OH 45414
Phone: 937-825-6709
mkumpf@accacademy.net
www.accacademy.net

GREENE COUNTY
STATE OF OHIO

Comprehensive Animal Management Certification

March 4-6, 2024

Xenia, Ohio

ACCA
Animal Control & Care
Academy

Training Course Topics

Advanced Case Supervision - Handling complex cases as a supervisor is a different world. This segment focuses on the myriad of cases that require oversight and direction. How to handle a case as a manager, not a line officer.

Basic Budget Planning - Money management, basic purchasing tips and how to submit requests are covered.

Disciplinary Investigations - Basic steps for violations of workplace rules and regulations are covered including how to conduct interviews, document findings and write-up counseling statements, reprimands, personal improvement plans and disciplinary findings from a generic standpoint.

Equipment, Vehicles and Operational Needs - Recommendations for basic equipment, vehicles and supplies are provided along with information on how to maintain that on a daily basis. "How to" fix animal control equipment and where to get supplies are also covered.

Evaluating Staff - How to create & maintain performance standards along with how to document monthly, yearly and probationary periods. Phraseology, techniques and tips for completing these tasks and related paperwork.

Interviewing and Selection - How to find the best choices for the job. Skills in reviewing applications, posting jobs and creating interview questions are covered.

Managing Generational Employees - This segment covers the types of generational employees in the workplace and how best to manage them to get high performance.

Meetings: Individual, Specific Groups, Entire Staff - How to schedule meetings and set agendas is offered in this segment. Managing attendance, determining needs and outcomes for effective meetings.

Policy and Procedures: Review and Development - How to create, review, implement and update policies and procedures are discussed with examples & sample materials to build on provided.

Pushing Paperwork: Reports, Memos and Correspondence - How to compose and handle routine as well as complex correspondence is reviewed. Letter, e-mail, telephone, or text? Picking the best means is half this battle. Public records & records retention schedules are mentioned in addition.

Supervising Daily Operations - Scheduling, handling leave requests, motivating & directing employees are part of everyday operations.

Training and Staff Development - Training needs assessments and evaluating skills are covered here. How to arrange in-house, contractor and related training is reviewed.

Transition from Staff to Supervisor - This segment shares information on how to move from staff to supervisor. Information on confidentiality, challenges and changes that come with moving up in the chain of command.

Workplace Harassment and Violence - This section covers the generic subjects and highlights practices to avoid as well as how to mitigate instances in the work environment.