



Advanced Leadership Course

Quick Start Guide

Welcome to the Advanced Leadership Course with Dr. Jeff Fox. We're thrilled to be working with you!

Following is some information to help you get started. But if you have any questions along the way, please don't hesitate to email us.

COURSE DESCRIPTION

The Advanced Leadership Course is designed to provide you the core information anyone seeking truth may need, but with the convenience of online education.

- The program consists of 4 "lessons" (i.e.: Understanding and Implementing Leadership Styles, Applying Problem Solving & Decision Making, etc.)
- Each lesson is divided into 5-8 topics.
- Each topic should take between 10-20 minutes to complete.
- There is a quiz at the end of each lesson (5-20 questions) that must be passed with a score of 80% or better to proceed to the next lesson.

WHAT LESSONS ARE INCLUDED?

The Advanced Leadership Course consists of a variety of topics needed for those looking to expand their leadership skills.

The lessons include:

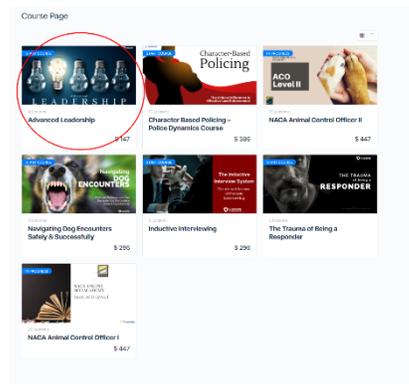
- Understanding and Implementing Leadership Styles
- Applying Problem Solving & Decision Making
- Coaching & Mentoring for Better Performance
- Managing & Leading for Greater Efficiency & Effectiveness

The lessons are taught by Dr Jeff Fox who has served for 27 years in the field of criminal justice, 21 of which were with the Virginia State Police. He began his law enforcement career as a military policeman in the Army and served as a town police officer, trooper, sergeant, first sergeant, and lieutenant. He served as a field lieutenant with the state police and served as the assistant training director. He also served as the statewide incident management program manager for the Virginia Department of Transportation.

HOW DO I GET STARTED?

In your welcome email you would have received your user ID and password.

- Go to <https://academy.justiceclearinghouse.com/>
- Click “Sign In” (Upper right corner of your screen)
 - Use the Log in ID: **[refer to email]**
 - Password: **[refer to email]**
- Click **Log In**
- On the Course Page, select **Advanced Leadership**



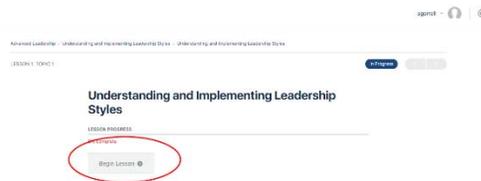
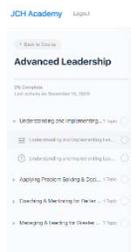
- Click **Start Course.**



- You'll land at the overview page for your first course lesson, Preparation, Rapport, and Narrative. **Click on the first topic, Introduction.**



- Then click on **“Begin Lesson”**. A new window will open for each topic within that lesson.



- Go through and watch the videos and participate in each of the topic’s content. **When you have completed all of the material, you will see an Orange Button at the bottom of the page.**

Click the Orange Button to continue to the next topic.



He served as a field lieutenant with the state police and served as the assistant training director. He also served as the statewide tactical management program manager for the Virginia Department of Transportation.

He earned a master's degree in criminal justice administration and an MBA degree with specialization in criminal justice. He earned a PhD in business administration with specialization in homeland security. He is a graduate of the Southern Police Institute Administrative Officers Course and the Virginia Commonwealth Management Institute. He completed the Virginia State Police Academy, a Regional Criminal Justice Academy, and Military Police School.



ARE THERE TESTS OR QUIZZES?

Yes. There are both End-of-Lesson Quizzes and then a cumulative, online exam covering all of the material in the Advanced Leadership Course.

- There is a quiz at the end of each lesson (5-20 questions) that must be passed with a score of 80% or better. And don't worry – if you don't do as well as you'd like to have on one of the Knowledge Checks or End of Lesson Quizzes. You can always retake!
- Once all lessons are completed, please contact aaron@justiceclearinghouse.com and let him know that you are ready to begin the final exam.

YOU MENTIONED A FINAL EXAM?

The cost for taking the final exam is included in the course price.

This final exam is:

- Completed within 1.5 hours,
- 50 questions long,
- Randomly pulls from the pool questions asked in the end of lesson quizzes.
- Format: Multiple Choice, True/False, Select All that Apply
- Final exam questions are drawn from all of the lessons taught throughout the course.

CAN I START AND STOP A TOPIC WITHIN A LESSON?

Yes – as long as you complete all of the content (i.e., video and knowledge check questions) within a particular topic, the system will automatically pick up where you left off.

CAN I RE-TAKE A TEST?

Didn't do as well as you'd hoped on a Knowledge Check or end of Lesson Quiz? No worries! Yes, you can absolutely re-take Knowledge Checks or Quizzes.

CAN I GO BACK AND REVIEW?

Yes. Once you've completed a lesson (or topic) you can always go back and review. In fact, we encourage it. 😊

HOW DO I RECEIVE MY CERTIFICATE?

Once you have completed all of the lessons in the program, contact aaron@justiceclearinghouse.com and he will let you know how to request your certificate.

QUESTIONS?

If you have any additional questions, please do not hesitate to contact Aaron Gorrell at aaron@justiceclearinghouse.com.