



WISCONSIN OFFICE OF
Rural Health

EMS Operations Management & Leadership Course

Wisconsin Office of Rural Health Virtual Class

2025 - 2026 Schedule

Registration is now open for 2025-2026 EMS Operations Management & Leadership Courses, sponsored by the Office of Rural Health. Over the past 6 years more than 600 participants from over 300 Services have completed this popular course and we have received requests from around the State to host more sessions. We are offering this course **virtually, via Zoom**.

Read what past participants are saying:

- *It was great! I learned a lot and the timing was perfect as I was just hired as EMS Chief.*
- *It was a great course that I will recommend to other officers within our organization.*
- *I have been the manager since 2004, I've taken this course multiple times and always walk away with something useful.*
- *There was a wide array of information supplied. This class should be required before taking a management position in EMS.*

Workshop Schedule

The four 2025-26 courses will meet on the dates below – Wednesdays* from 6:30 pm - 8:45 pm. Each course has a total of six sessions, 13.5 hours total. Participants who complete a course will receive 12 CEUs.

- **Course 1:** November 5, 12, 19, December 3, 10, 17
- **Course 2:** January 7, 14, 21, February 4, 11, 18

- **Course 3:** March 4, 11, 18, April 1, 8, 16 * (April 16 is a Thursday)
- **Course 4:** May 6, 13, 20, June 3, 10, 17

This Leadership course will dive into the management of Operational and Administrative duties and tasks.

Sessions will include:

- Review of Key Attributes of a successful EMS agency
- Identifying Positive & Negative Characteristics of a Leader/Manager
- Creating meaningful policies and procedures
- Developing and managing an annual budget
- Creating a useful QA/QI process, and assuring involvement of the Medical Director
- Discussion of Recruitment & Retention tools, Human Resources, and Just Culture principles
- Navigating State administrative rules & regulations, statues, and programs
- Demonstration of the various components of the State e-Licensing system
- Understanding compliance requirements in EMS related to the State EMS Office, CMS/Medicare, HIPAA, and other entities
- Current Grants and other funding sources

Who Should Attend?

The course is intended for those currently in EMS management positions, as well as those aspiring to management positions. Those interested in guidance or clarification on issues, and those interested in becoming a supervisor, manager, or leader in their agency will benefit.

This Course is designed for all levels of EMS providers to be able to glean knowledge and understanding related to leadership and managing an EMS agency in Wisconsin. EMRs, EMTs, AEMTs, and Paramedics will all gain useful information that will be helpful to them. However, please understand that the majority of information provided in this course is focused on the components related to leading and managing transporting ambulance services.

Your instructor is Dana Sechler, a former WI State EMS Office Paramedic Program / ALS Coordinator, a Fire Chief, and a Service Director; and is currently the founding partner and President at Strategic Management & Consulting, LLC.

Registration

The registration fee for the course is **\$45**. Participants will receive a link to the Zoom meeting before each session. [This link](#) will take you to the course registration. **Note:** These courses duplicate the material from previous courses, though the content is updated each session, based on changes that have occurred within the EMS industry. It is not a new or additional course; however, you are welcome to register to take it again.

Feel free to share this information.

Questions?

Contact Kevin Jacobson, kmjacobson2@wisc.edu

