



# Occupational Performance Academy 2016 Workshop Catalog

[www.forensicfoundations.com/academy](http://www.forensicfoundations.com/academy)

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**In Appreciation of our Partners and Members**



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# Instructions for Employers or Organizations

Please contact the Forensic Foundations Group at 517-803-4063 or by email at [office@forensicfoundations.com](mailto:office@forensicfoundations.com) to request a quote or proposal.

Our workshops can be customized and blended, so please review our offerings and let us know if you would like to combine multiple workshops into a single, customized workshop for your employees.

## Instructions for Students

All individuals attending our workshops must, at a minimum, register under **Friends of the Group** by visiting [www.forensicfoundations.com](http://www.forensicfoundations.com) and following these steps:

1. Click the Membership Menu
2. Click Apply Now
3. Select the free *Friends of the Group* or other membership option
4. Complete the form as instructed

We encourage our students to join the American Congress of Forensic Science Laboratories which will entitle you to many discounts and publications that are not available to others.

# Workshop Pricing

The Forensic Foundations Group has established the following formulas for its 2016 workshop offerings. This formula is for use in estimating workshop costs.

For an official quote, please contact our office at [office@forensicfoundations.com](mailto:office@forensicfoundations.com) or by phone at (517) 803-4063.

## Classroom Workshops

Workshop Minimum.....\$7,500

or

\$120 per student per day, whichever is greater.

The above classroom workshop costs include all course materials, instructor travel, and any related expenses. Some minor modifications to workshop prices may occur due to the time of year, location, or other special customization costs required by our clients.

Please ask about multi-event discounts and other cost reduction programs that may be available for your workshop.

## Online Professional Orientation School for New Crime Laboratory Scientists

Members of the American Congress of Forensic Science Laboratories.....\$450

Non Members.....\$650

# Use of Federal Funds

## Justification for the use of federal grant or program funds for instruction provided by The Forensic Foundations Group, LLC\*

### Purpose of Training

Educational instruction provided by The Forensic Foundations Group, LLC is designed to build advanced occupational competencies in the practice and administration of forensic science.

### Credentials

All instruction is given by John M. Collins Jr., a highly active and recognized forensic science administrator with over 20 years of experience in the practice and administration of forensic science. He has worked in federal, state, and local forensic science organizations. Mr. Collins is formally certified as a Senior Certified Professional by the Society for Human Resource Management (SHRM-SCP). He is the only forensic science professional/instructor in the United States with this credential, and he incorporates best practices in HR management with his forensic science instruction. His current certification expires on April 30, 2018.

### Pre-Event Customization and Planning

Every workshop is customized to meet the needs of the students and the organizations hosting the instruction. This requires considerable time and preparation prior to the event. This may include the development or modification of slides, preparatory communications with students and hosts, preparation of classroom exercises and scenario simulations, preparation and printing of classroom materials, or the planning of logistics and shipping of materials.

### Travel Costs

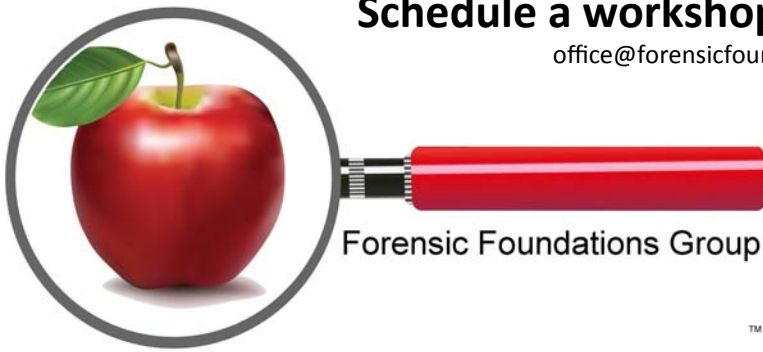
The Forensic Foundations Group, LLC works diligently to minimize travel costs for the delivery of its workshops. Whenever possible, workshops are held at government buildings as determined by the event organizer (client). Government rates are sought for all lodging and subsistence when practicable. As a matter of normal business practice, travel is incorporated into the overall workshop costs and is therefore not charged separately unless requested.

### Alternate Cost Breakdown for Use of Federal Funds

When our clients intend to utilize federal funds, our costs can be estimated and broken down as follows:

Instruction delivery on site.....	\$650 per day
Pre-Event instruction customization, planning, and preparation of materials.....	\$450 per day
Supplemental learning materials or handouts (approximate).....	\$150 per student

\* Clients should notify the Forensic Foundations Group, LLC when utilizing federal grant or program funds. We will make every effort to provide cost breakdowns necessary to demonstrate compliance with grant or program requirements.



## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# Professional Orientation School for New Crime Laboratory Scientists

**4-Week Online Workshop:** A comprehensive professional onboarding workshop for new forensic laboratory scientists, with final examination.

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

Collins is an avid speaker, teacher, and writer on a variety of forensic science issues, particularly in the areas of crime laboratory management, quality assurance, and human resource management. In 2007, he founded *Crime Lab Report* with his colleague Jay Jarvis, which has become a respected and widely read publication on forensic science policy and practices.

In 2006, John completed his Master of Arts in Organizational Management. He is also formally recognized as a Senior Certified Professional in Human Resources by the Society for Human Resource Management. In 2013, he received intensive training as a personal and executive coach through the College of Executive Coaching.

Among the awards Collins has received are a special commendation from the Department of Treasury for his forensic work in the tragic serial bombings in Atlanta, which authorities learned were associated with the bombing of the 1996 Olympics in the same city. In 2002, Collins received the Steve Molnar Award from the Association of Firearm & Toolmark Examiners for outstanding contributions to the science of Firearm & Toolmark Identification. In 2013, the American Society of Crime Laboratory Directors awarded Collins with the prestigious Briggs J. White Award, given annually to distinguished "ASCLD members in recognition of excellence through leadership in forensic science management."

John works and resides near Lansing, Michigan.

### Week 1—Laboratory Basics

**Online Session 1: 2 Hours**  
Introduction to the Crime Laboratory  
The Role and Purpose of Forensic Scientists

**Online Session 2: 2 Hours**  
Workplace Safety and Security

### Week 2—Forensic Science Quality

**Online Session 3: 2 Hours**  
The History of Forensic Science  
Judicial Considerations for Crime Laboratory Scientists

**Online Session 4: 2 Hours**  
Accreditation of Forensic Testing Laboratories  
Laboratory Documents - Policies and Protocols  
Laboratory Information Management

### Week 3—Delivery of Services

**Online Session 5: 2 Hours**  
Reporting of Conclusions  
Expert Witnessing

**Online Session 6: 2 Hours**  
Consulting and Customer Service  
Professional Responsibilities and Opportunities

### Week 4—Knowledge Evaluation

**Online Session 7: 2 Hours**  
Test Preparation Session

**Online Session 8: 2 Hours**  
Proctored Final Examination





## EVENT SPECIFICATIONS

- EVENT TITLE:** Professional Orientation School for New Crime Laboratory Scientists
- INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP
- EVENT DURATION:** 16 hours organized into two 2-hour online sessions over 4 weeks. 20 students max per workshop.
- CONTENT SUMMARY:** The Professional Orientation School for Crime Laboratory Scientists is an intensive 4-Week orientation for new crime laboratory scientists. It is designed to supplement a laboratory's initial onboarding and professional orientation of forensic science employees. Ideally, our students are working or training in accredited forensic science laboratories and will be competency tested in a particular forensic science laboratory discipline. This workshop is also appropriate for college graduates who are in the process of seeking employment in the forensic laboratory sciences.

The primary objective of our school is to prepare crime laboratory scientists for the rigors, challenges, and rewards of forensic science. Laboratory administrators should give serious consideration to placing new employees, when possible, in our school within the first days or weeks of employment.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Learn the origins of crime laboratories and accreditation in the United States
- Know how health and safety are managed in crime laboratories
- Be better prepared to recognize and mitigate health and safety threats
- Understand the history of forensic science and where it is today
- Think differently about forensic science and its role in our criminal justice system
- Be familiar with the most pivotal U.S. Supreme Court cases affecting forensic science experts
- Understand the difference between laboratory documents and laboratory records
- Appreciate laboratory information management systems and how they function
- Understand the difference between customers, consumers, and stakeholders of crime laboratories
- Be able to explain how ethics and integrity influence the practice of forensic science
- Know the value of personality diversity in the workplace
- Have strategies for better managing biases, attitudes, and thinking patterns
- Appreciate the importance and complexity of professional responsibilities in forensic science
- Feel motivated and energized to elevate their performance and professionalism
- Demonstrate their acquired knowledge through the completion of a final examination

**PER STUDENT COST:** \$450 Members of the American Congress of Forensic Science Laboratories  
\$650 Non Members

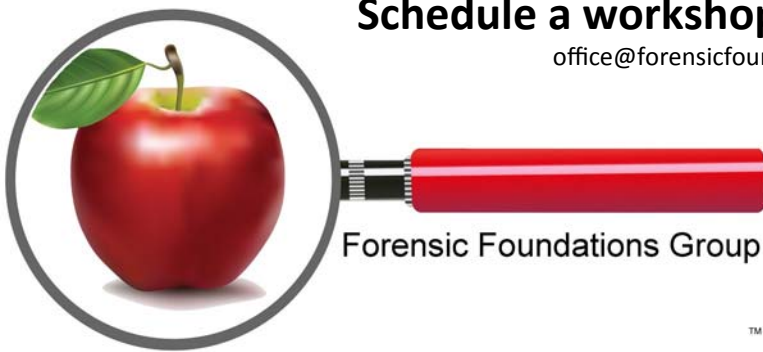
### ONLINE SCHEDULE

We can only accommodate 20 students per online session; therefore, we can run up to three schools concurrently. Students will be expected to attend each session in its entirety. Absences must be approved.

Group 1	Mondays	1:00—3:00 pm Eastern Time
Group 2	Tuesdays	2:00—4:00 pm Eastern Time
Group 3	Wednesdays	1:00—3:00 pm Eastern Time

***Comprehensive occupational support for the forensic laboratory sciences***





## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# Professional Engagement Workshop for Experienced Crime Lab Scientists

**2-Day Workshop:** Commit, energize, and focus yourself on practicing forensic science for the 21st century. Shed the past, embrace the future.

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

Collins is an avid speaker, teacher, and writer on a variety of forensic science issues, particularly in the areas of crime laboratory management, quality assurance, and human resource management. In 2007, he founded *Crime Lab Report* with his colleague Jay Jarvis, which has become a respected and widely read publication on forensic science policy and practices.

In 2006, John completed his Master of Arts in Organizational Management. He is also formally recognized as a Senior Certified Professional in Human Resources by the Society for Human Resource Management. In 2013, he received intensive training as a personal and executive coach through the College of Executive Coaching.

Among the awards Collins has received are a special commendation from the Department of Treasury for his forensic work in the tragic serial bombings in Atlanta, which authorities learned were associated with the bombing of the 1996 Olympics in the same city. In 2002, Collins received the Steve Molnar Award from the Association of Firearm & Toolmark Examiners for outstanding contributions to the science of Firearm & Toolmark Identification. In 2013, the American Society of Crime Laboratory Directors awarded Collins with the prestigious Briggs J. White Award, given annually to distinguished "ASCLD members in recognition of excellence through leadership in forensic science management."

John works and resides near Lansing, Michigan.

### Day 1

#### Forensic Science in Perspective

Things are different now  
Contemporary criticisms of forensic science  
The history of forensic science practice and research  
The role and purpose of forensic science organizations  
Demand versus capacity  
Understanding the "clinical myth"  
Committing to the public contract

#### Influences of Culture and Expectations

The scientific method  
The values of law  
The values of police organizations  
The great dilemma - quality v. productivity  
The scientist consultant  
Resisting the influences of legal advocacy  
Clarity in scientific reporting

### Day 2

#### Managing Yourself

Human nature and the need to re-energize  
Only you can manage you  
Owning your strengths and weaknesses  
Myers-Briggs personality typing  
Diversity as a requirement for survival  
The human brain and personal behavior  
Functioning as a member of a team  
Your role in creating organizational stability  
Managing hardship and chronic stress

#### Professional Responsibilities

Why people resist change  
Forensic science is more than a job  
Case studies in ethics and integrity  
Creating success for yourself







## EVENT SPECIFICATIONS

**DATE:** **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:**

**PRESENTED TO:**

**EVENT TITLE:** Professional Engagement Workshop for Experienced Crime Laboratory Scientists

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 2 days

**CONTENT SUMMARY:** This workshop is designed as an intensive, comprehensive evaluation of modern issues and demands faced by forensic laboratory scientists having at least 2 years of experience. By understanding the nature of forensic science in the 21st century, attendees can better assess their own ability and capacity to meet the new kinds of expectations placed upon forensic science professionals by our criminal justice system. Attendees will feel challenged to confront their own attitudes and thinking patterns for the purpose of reconsidering what it *really* means to be successful in the forensic sciences today.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Understand the history of forensic science and where it is today
- Think differently about forensic science and its role in our criminal justice system
- Know the value of personality diversity in the workplace
- Have strategies for better managing their own attitudes and thinking patterns
- Appreciate the importance and complexity of professional responsibilities in forensic science
- Feel motivated and energized to elevate their performance and professionalism

**TOTAL EVENT COST:** \$  
*Please make checks payable to the Forensic Foundations Group.*

By signing below, the Forensic Foundations Group (FFG) and the above-named instructor agree to produce this event on the specified dates. The customer agrees to pay the total event cost with due diligence, preferably within 60 days of the completion of the event. If the event is being held at a location determined by the customer, the customer is responsible for the facility, the comfort and safety of all attendees, and audio and visual equipment needed to produce the event. The instructor agrees to work closely with the customer in preparation for the event and can assist with audio-visual arrangements. Any substantive deviations from the specifications outlined in this document must be agreed upon by both parties.

Customer Acceptance:

Forensic Foundations Group:

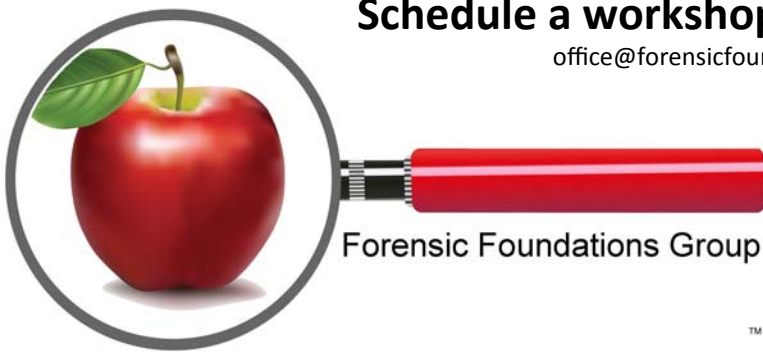
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## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# Professional Ethics and Integrity I: Internal Culture and Behavior

**2-Day Workshop:** Strengthen your professional “backbone” by learning how to recognize and manage internal stresses, pressure, and temptation

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

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John works and resides near Lansing, Michigan.

### Day 1

#### Workshop Introduction

About Professional Ethics and Integrity  
How to Model Professional Strength and Discretion  
Compromises and Failures in other Professions  
Why Complex Failures have Simple Causes

#### The “Public Contract” in Forensic Science

The Value Proposition  
The Role and Purpose of Forensic Science Laboratories  
Functioning as a Translator of Specialized Expertise  
Why Entitlement and Bitterness Lead to Cheating

#### Respecting the Social Imperatives of Science

The Scientific Method and Research  
The National Academy of Sciences  
Contemporary Social Perspectives on Forensic Science

#### Self-Evaluation and Recognition of Vulnerability

Assessing Personal and Professional Vulnerability  
Professional Engagement and Motivation  
Coping with Hardship and Associated Temptations

### Day 2

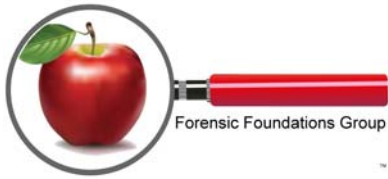
#### Influence of Organizational Culture

The Effect of Bad Systems on Good People  
Human Factors—Bias and Personal Prejudice  
The Anatomy of a Decision  
Developing your Professional “Backbone”

#### Optimizing your Environment

Recognizing the “Alpha Benders of the Trampoline”  
Conflict and Negotiation as Facilitators of Integrity  
Leadership and Leadership Awareness  
Mitigating Chaos with Predictability  
Science versus the Law





## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Professional Ethics and Integrity I: Internal Culture and Behavior**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 2 days

**CONTENT SUMMARY:** This workshop is the first of a two part series on professional ethics and integrity in forensic science. Integrity is personal. It is achieved through maturity, self-awareness, and strength in the face of temptation. *Professional Ethics and Integrity I*, therefore, explores the capacity of forensic science professionals to recognize and manage the personal and cultural factors that result in ethical decision-making, and why remarkably unethical decisions can be made by good people. This workshop is unique in that it presents ethical behavior and integrity as forms of strength, meaning that failures are usually not the result of bad people making bad decisions, but rather by good people who have succumbed to fatigue.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Understand the meaning of ethical behavior and professional integrity
- Recognize their own vulnerabilities to temptation
- Learn how cultural chaos can erodes professional strength and integrity
- Have strategies for better managing their own attitudes and thinking patterns
- Appreciate the importance and complexity of professional responsibilities in forensic science
- Feel motivated and energized to elevate their performance and professionalism

**TOTAL EVENT COST:** \$  
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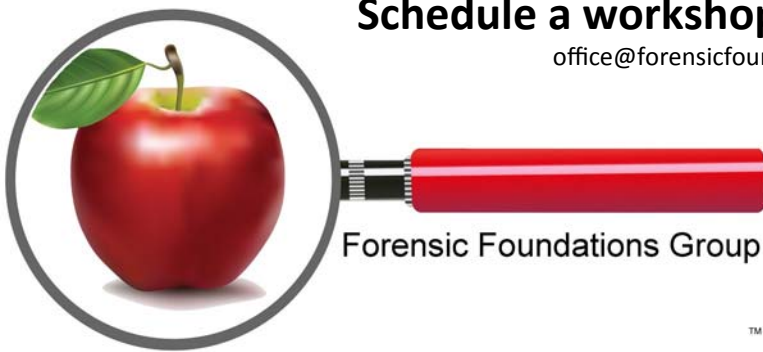
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Signature





## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# Professional Ethics and Integrity II: External Relationships and Pressures

**2-Day Workshop:** Preserve your reputation by managing external demands through poise, professionalism, and specialized negotiation

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

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In 2006, John completed his Master of Arts in Organizational Management. He is also formally recognized as a Senior Certified Professional in Human Resources by the Society for Human Resource Management. In 2013, he received intensive training as a personal and executive coach through the College of Executive Coaching.

Among the awards Collins has received are a special commendation from the Department of Treasury for his forensic work in the tragic serial bombings in Atlanta, which authorities learned were associated with the bombing of the 1996 Olympics in the same city. In 2002, Collins received the Steve Molnar Award from the Association of Firearm & Toolmark Examiners for outstanding contributions to the science of Firearm & Toolmark Identification. In 2013, the American Society of Crime Laboratory Directors awarded Collins with the prestigious Briggs J. White Award, given annually to distinguished "ASCLD members in recognition of excellence through leadership in forensic science management."

John works and resides near Lansing, Michigan.

### Day 1

#### External Relationships and Favoritism

When Things Go Really Bad  
Criminal Justice as a "Team Sport"  
Contemporary Criminal Justice Challenges  
Criminal Case Statistics and Volumes  
The Jurisdictional Leadership Vacuum  
The Forensic Science Factor  
Maintaining Professional Relationships  
Mitigating Friendships and Favoritism

#### The Arts and Sciences of Expert Witnessing

The Basics of Modern Expert Witnessing  
The Anatomy of a Scientific Finding  
The Importance of Confidence in Science  
The Scientist Consultant—Mastering the Model  
The Dangers of Ambiguity and Improvisation

### Day 2

#### Legal and Constitutional Demands

Capacity versus Capability  
Understanding the "Clinical Myth"  
Productivity vs. Quality  
Federal and State Rules of Evidence  
*Daubert vs. Merrell Dow Pharmaceuticals*  
*Giglio vs. United States*  
*Brady vs. Maryland*  
Erroneous Convictions—Causes and Remedies

#### Protecting Yourself and your Employer

From Chaos to Cadence—A Review  
Worst Case Scenarios—What Would you Do?  
Workplace Issues and Conflicts  
Blowing the Whistle—When have you had Enough?  
Errors and Omissions  
Case Studies in Forensic Science Ethics and Integrity





## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Professional Ethics and Integrity II: External Relationships and Pressures**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 2 days

**CONTENT SUMMARY:** This workshop is the second of a two part series on professional ethics and integrity in forensic science. We are what we deliver. Our work in forensic science must be based on a full understanding of how forensic science fits in our society's overall pursuit of justice and due process. *Professional Ethics and Integrity II*, therefore, explores the external environment in which forensic science professionals must function and instructs students how to perform effectively while mitigating the inevitable conflicts and disputes that arise from time to time. In this demanding environment, expectations must be met, relationships nurtured, and professional reputations preserved. This workshop puts the finishing touches on the development of our students as honest, professional, and ethical forensic science professionals.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Be encouraged to maintain healthier professional relationships with customers and stakeholders
- Understand how weaknesses in our criminal justice system create temptations to misbehave
- Refine their skills as expert witnesses
- Recognize the importance of clarity and transparency in scientific inquiry
- Learn constitutional and legal requirements affecting their credibility
- Study criminal case scenarios in which our criminal justice system failed
- Be better prepared to handle sensitive workplace issues related to ethics and integrity

**TOTAL EVENT COST:** \$ \_\_\_\_\_  
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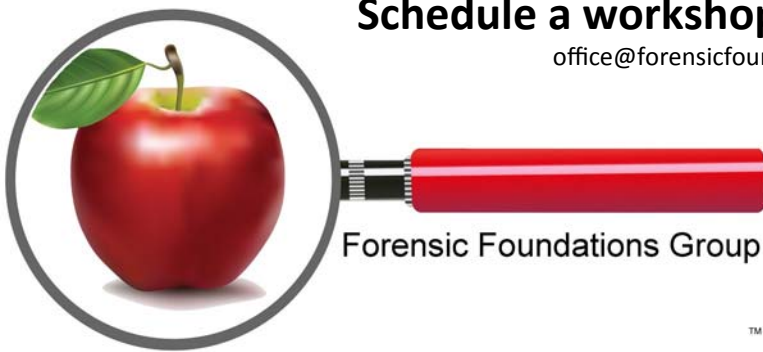
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Printed Name

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Signature

***Comprehensive occupational support for the forensic laboratory sciences***





## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# Administration & Leadership Academy for Law Enforcement Civilians

**3-Day Workshop:** an advanced learning experience for civilian law enforcement employees seeking to build their administrative and leadership competencies

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

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John works and resides near Lansing, Michigan.

### Day 1

#### Introduction

The New Authority—Earning respect in the 21st century  
Law enforcement priorities and culture  
Civilians in public safety  
Supporting the law enforcement mission

#### Civilian Administration Competencies

Public expectations of government agencies  
Analytics and evidence-based decision making  
Press and public affairs  
Freedom of Information Act (FOIA)  
Legal discovery and disclosure requirements  
Fiscal responsibility and planning  
Records retention and release  
Human resource management and development  
Labor relations and litigation

### Day 2

#### Civilian Leadership Competencies

"Bend the Trampoline" - A better kind of leadership  
Professionalism and responsibility  
Evaluating risks and rewards  
Memorialized behavior—the past can haunt you  
Communication (internal and external)  
Evidence-based decision making  
Creating stability and predictability  
Workplace diversity as an organizational necessity  
Performance management and discipline

### Day 3

#### Problems and Applications

The Science of Self Control  
The Value of Soft Skills  
Emotional Intelligence (EI)  
Management & Leadership Case Studies  
Closing Comments





## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Administration and Leadership Academy for Law Enforcement Civilians**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 3 days

**CONTENT SUMMARY:** This workshop was designed in partnership with the Miami-Dade (Florida) Police Department as an advanced learning experience for civilian law enforcement employees seeking to build their administrative and leadership competencies. Civilians are a growing segment of the law enforcement community. They have increasing importance in the administration of law enforcement agencies and the management of personnel. This 3-day academy provides intensive, efficient instruction to help civilian leaders elevate their potential and hone their skills as reliable and trusted public safety professionals.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Understand the nuances of law enforcement culture
- Be able to balance risk with potential rewards in decision making scenarios
- Know the value of personality diversity in the workplace
- Learn how to improve internal culture by creating organizational predictability and rhythm
- Understand what causes misconduct and failures of professional responsibility
- Gain confidence in their ability to manage employee performance and discipline
- Experience a highly-improved understanding of forensic evidence in the 21st century

**TOTAL EVENT COST:** \$

**COST DISCLOSURES:** All travel, subsistence, and administrative costs are the responsibility of the FFG. The total event cost also includes the printing and shipping of learning resource materials for the students, the shipping of teaching aids and audio-visual equipment, and other materials necessary for instruction.

By signing below, the Forensic Foundations Group (FFG) and the above-named instructor agree to produce this event on the specified dates. The customer agrees to pay the total event cost with due diligence, preferably within 60 days of the completion of the event. If the event is being held at a location determined by the customer, the customer is responsible for the facility, the comfort and safety of all attendees, and audio and visual equipment needed to produce the event. The instructor agrees to work closely with the customer in preparation for the event and can assist with audio-visual arrangements. Any substantive deviations from the specifications outlined in this document must be agreed upon by both parties.

**Customer Acceptance:**

**Forensic Foundations Group:**

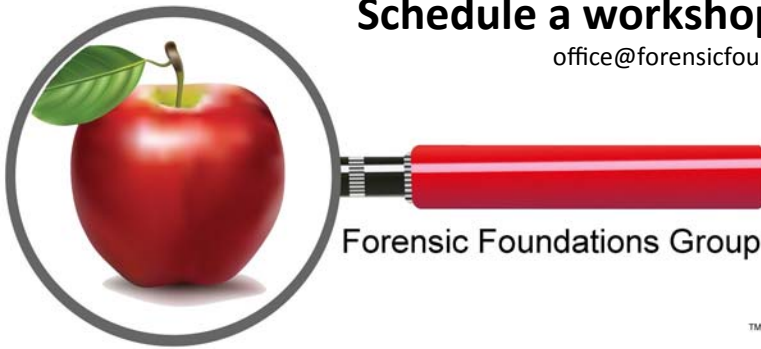
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## Schedule a workshop at your location

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# Critical Competencies for Successful Forensic Laboratory Management

**2-Day + Workshop:** Learn the personal and organizational skills needed to manage in the 21st century forensic science organization.

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

Collins is an avid speaker, teacher, and writer on a variety of forensic science issues, particularly in the areas of crime laboratory management, quality assurance, and human resource management. In 2007, he founded *Crime Lab Report* with his colleague Jay Jarvis, which has become a respected and widely read publication on forensic science policy and practices.

In 2006, John completed his Master of Arts in Organizational Management. He is also formally recognized as a Senior Certified Professional in Human Resources by the Society for Human Resource Management. In 2013, he received intensive training as a personal and executive coach through the College of Executive Coaching.

Among the awards Collins has received are a special commendation from the Department of Treasury for his forensic work in the tragic serial bombings in Atlanta, which authorities learned were associated with the bombing of the 1996 Olympics in the same city. In 2002, Collins received the Steve Molnar Award from the Association of Firearm & Toolmark Examiners for outstanding contributions to the science of Firearm & Toolmark Identification. In 2013, the American Society of Crime Laboratory Directors awarded Collins with the prestigious Briggs J. White Award, given annually to distinguished "ASCLD members in recognition of excellence through leadership in forensic science management."

John works and resides near Lansing, Michigan.

### Day 1—Management & Leadership

#### An Educational Session on the Following Topics

Criminal Justice Chaos and Symptoms  
Historical Perspective on Crime Labs and Police  
Myths and Misconceptions about Forensic Science  
Professional Responsibilities  
Catastrophic Failures and Causes

### Day 2—Applications and Issues

#### A Clinical Session on the Following Topics

Creating Order and Rhythm  
Organizational Cadence and Stability  
Emotional Intelligence  
Strategic Decision-Making  
Effective Teams and Team Players  
Managing and Conflict  
Creating Internal Cohesion

### Day 3—Personnel Scenarios (optional)

An optional but challenging 3rd day exposes students to real-life labor relations scenarios. In this session, students will study actual cases in both forensic and non-forensic contexts to determine what management techniques and solutions are most appropriate.







## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Critical Competencies for Successful Forensic Laboratory Management**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 2 days. 3rd day case scenarios is optional.

**CONTENT SUMMARY:** This event is a multimodal learning program that is designed to expand and refine students' understanding and awareness of effective forensic laboratory management. The program begins with individual and/or group pre-event consultations with students, which helps the instructor establish a rapport while learning about the most critical issues as seen through the eyes of the students. The first day of the program is an educational session in which the instructor's teaching will lay the groundwork for the clinical session that takes place on the second day. During the clinical session, the students will participate in hands-on exercises and case studies, all of which will test their critical thinking skills related to management and leadership in a forensic science setting. They will also have an opportunity to discuss contemporary issues affecting them and their organizations. An optional 3rd day is available for the in-depth study of actual cases involving complex labor disputes and personnel issues.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Gain an appreciation for scientific and police cultures and their historical evolutions
- Learn how to establish and sustain rhythm and predictability within their organizations
- Understand the role and importance of personality and leadership types
- Have elevated confidence in managing conflicts and stress in the workplace
- Know that emotional intelligence is the primary predictor of leadership success
- Have enhanced capacity to improve an organizational culture and build effective teams

**TOTAL EVENT COST:** \$ \_\_\_\_\_

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Forensic Foundations Group:

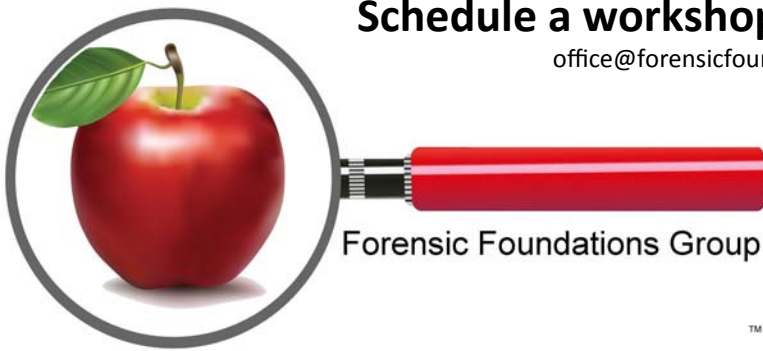
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# Effective Workplace Investigations in Forensic Science Organizations

**3-Day Workshop:** Key strategies for preventing, identifying, and correcting failures—and how to move forward when hope seems lost.

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

Collins is an avid speaker, teacher, and writer on a variety of forensic science issues, particularly in the areas of crime laboratory management, quality assurance, and human resource management. In 2007, he founded *Crime Lab Report* with his colleague Jay Jarvis, which has become a respected and widely read publication on forensic science policy and practices.

In 2006, John completed his Master of Arts in Organizational Management. He is also formally recognized as a Senior Certified Professional in Human Resources by the Society for Human Resource Management. In 2013, he received intensive training as a personal and executive coach through the College of Executive Coaching.

Among the awards Collins has received are a special commendation from the Department of Treasury for his forensic work in the tragic serial bombings in Atlanta, which authorities learned were associated with the bombing of the 1996 Olympics in the same city. In 2002, Collins received the Steve Molnar Award from the Association of Firearm & Toolmark Examiners for outstanding contributions to the science of Firearm & Toolmark Identification. In 2013, the American Society of Crime Laboratory Directors awarded Collins with the prestigious Briggs J. White Award, given annually to distinguished "ASCLD members in recognition of excellence through leadership in forensic science management."

John works and resides near Lansing, Michigan.

### Day 1—Continuous Risk Assessment

- Defining success and failure for your organization
- Building a competent workforce
- Workplace culture and discipline
- Monitoring interpersonal relationships
- Demanding supervisory competence
- Recognizing warning signs

### Day 2—Conducting Investigations

- Pre-investigation planning and decision making
- Selecting an investigator
- Estimating the scope and scale of the problem
- Gathering facts
- Conducting interviews
- Documenting the investigation
- Final reports and opinions
- Legal and judicial considerations

### Day 3—Preventive & Corrective Action

- Action based on intention
- Overcoming biases and subjectivity
- Understanding fatigue as a cause of ethical failures
- Integrating strategies with accreditation standards
- Measuring risks and vulnerabilities
- Avoiding cultural decline during corrective action







## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Effective Workplace Investigations in Forensic Science Organizations**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 3 days

**CONTENT SUMMARY:** This unique 3-day workshop focuses on the investigation of workplace failures in forensic science organizations. Students are introduced to a variety of philosophies and strategies aimed at preventing, identifying, and correcting workplace failures. They will also confront their own personality tendencies as potential disruptions to an investigation. Attendees will learn how to incorporate common HR auditing and performance management principles into an investigation and ensure that the final outcome is fair, complete, and likely to improve the strength and stability of the organization. Special attention will be paid to providing support and comfort to employees while an investigation is underway so that interruptions to productivity are minimized. Interfacing with other criminal justice agencies will also be covered.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Learn the elements of a competent, effective workplace investigation
- Know how proper HR practices are best applied to an investigation
- Understand the importance of continuous risk assessment in preventing failure
- Evaluate fictional scenarios for the purpose of estimating the scope and scale of a problem
- Learn how to avoid or minimize internal workplace stress during an investigation
- Have elevated confidence in their ability to plan and conduct a workplace investigation

**TOTAL EVENT COST:** \$  
*Please make checks payable to the Forensic Foundations Group.*

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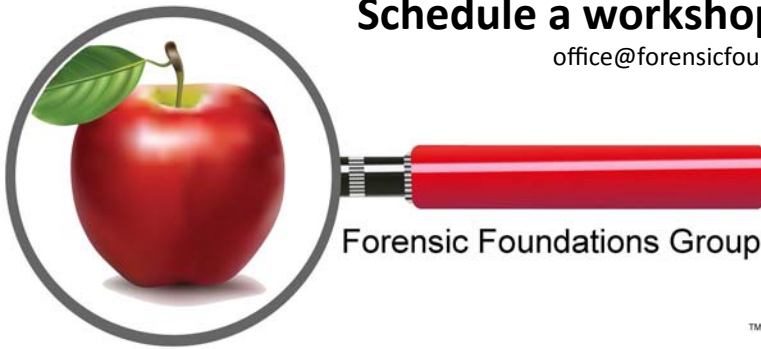
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# Writing and Public Speaking for Professional Action and Influence

**3-Day Workshop:** A specialized learning experience for professionals wishing to gain credibility and leverage through better communication

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

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John works and resides near Lansing, Michigan.

### Day 1—Writing to Persuade & Inform

- Knowing your purpose and intent
- Types of messages and manuscripts
- Writing format and mechanics
- Grammar, spelling, and economy
- Editing your work
- Etiquette and Professionalism
- Common risks and mistakes

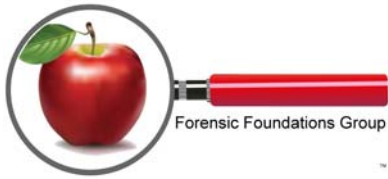
### Day 2—Public Speaking and Presenting

- Seizing the opportunity to shine
- Overcoming anxiety
- Body language and voice projection
- Speaking styles and scenarios
- Audio and visual aids
- Managing your message and content
- Setting limits on your time and scope

### Day 3—Situations and Applications

- Emotional Intelligence (EI) and audience empathy
- Project and funding proposals
- Delivering good news and bad news
- Communicating for negotiation
- Expert opinions and testimony
- Speaking and writing for the press





## EVENT SPECIFICATIONS

**DATE:** \_\_\_\_\_ **EVENT MODIFICATION ADDENDUM:** No

**EVENT DATES:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**EVENT TITLE:** **Writing and Public Speaking for Professional Action and Influence**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 3 days

**CONTENT SUMMARY:** Building advanced occupational competencies in forensic science is the mission of The Forensic Foundations Group. Perhaps no skills, however, are more valuable than the ability to write and speak effectively in a wide variety of situations and circumstances. Writing and speaking are forms of expression that we can tailor to achieve a particular purpose. The extent to which we succeed in our endeavors directly impacts how people think of us as professionals—and as people. This specialized workshop helps students build and refine their abilities to express themselves in written and spoken form. As a result, they can more confidently represent themselves and their organizations in various settings.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will:

- Improve their writing and speaking mechanics
- Learn how to craft and deliver a message
- Overcome anxiety and lack of confidence
- Gain credibility through writing and public speaking
- Know how to avoid common mistakes and breeches of professional etiquette
- Have elevated confidence in their ability to publicly express themselves

**TOTAL EVENT COST:**

*Please make checks payable to the Forensic Foundations Group.*

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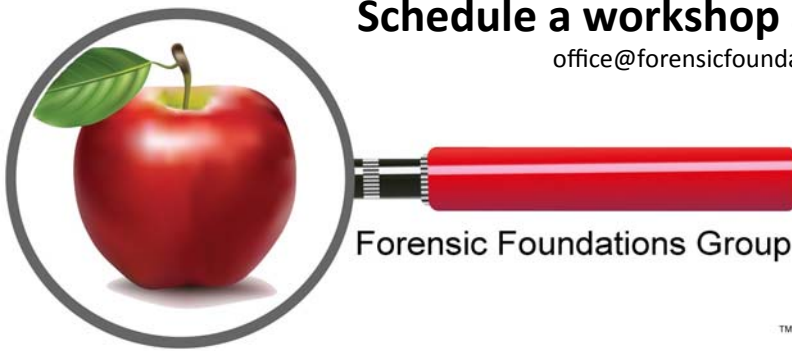
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## Schedule a workshop at your location

[office@forensicfoundations.com](mailto:office@forensicfoundations.com)

# An Introduction to Forensic Science for Business Professionals

**2-Day Workshop:** Create growth and sales opportunities by learning how forensic science works, where it came from, and why it needs your help

### About the Instructor

John M. Collins Jr. is a 20-year veteran of forensic science, having practiced as a scientist in federal, state, and local crime laboratories. As the director of a small county laboratory and a large state system respectively, John led the DuPage County Crime Laboratory (Wheaton, Illinois) and the seven laboratories of the Michigan State Police to their first international forensic science accreditations. In DuPage County, he became only the 4th director of a full service forensic science organization in the United States to earn international accreditation. In 2014, he went into private practice by creating the Forensic Foundations Group.

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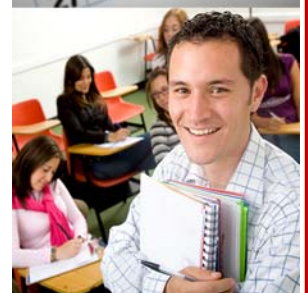
John works and resides near Lansing, Michigan.

### Day 1—Forensic Science in Review

- Forensic Science Defined
- The History of Forensic Science
- A Review of the Industry
- International Affairs
- Crime Scenes and Crime Laboratories
- Private Laboratories and Outsourcing
- Accreditation and Quality Assurance
- Forensic Science and the Criminal Process
- Decision-Making Authority and Hierarchy
- Laboratory Funding and Procurement
- Federal and State Grants

### Day 2—Building Relationships

- Establishing your Professional Presence
- Forensic Science as a "Community"
- Discipline-Specific "Subcultures" and Personalities
- Police Culture and Values
- Where the Major Players Play
- Meetings, Literature, and Social Media
- Making and Maintaining Connections
- Predicting Future Trends and Priorities







## EVENT SPECIFICATIONS

**DATE:**

**ADDENDA:**

**EVENT DATES:**

**PRESENTED TO:**

**EVENT TITLE:** **An Introduction to Forensic Science for Business Professionals**

**INSTRUCTOR:** John M. Collins Jr. MA, SHRM-SCP

**EVENT DURATION:** 2 days

**CONTENT SUMMARY:** Forensic science organizations and employees function in challenging, often chaotic environments. For business professionals, including those in sales and marketing, who are new to the forensic sciences, conducting business and closing deals can be frustratingly slow. This workshop aims to teach business professionals and leaders about the forensic science industry, the organizations that practice forensic science, the people who work in the trenches, and the authorities who make decisions. Attendees will gain valuable insights from an experienced forensic science administrator on how to get noticed, earn trust, and sell with confidence.

**LEARNING OBJECTIVES:** Attendees who complete this workshop will learn:

- What forensic science is and how it functions
- How the industry is composed and structured
- How cultural influences affect forensic science purchasing
- How to connect with decision makers
- How budget and procurement practices are managed in forensic science
- Emerging trends that will affect future purchasing habits

**BASE EVENT COST:** \$

**PER ATTENDEE COST:** \$550 x 1–5 attendees  
 \$475 x 6–10 attendees  
 \$440 x 11–15 attendees  
 \$415 x 16–20 attendees

**Example:** Estimate for a workshop of 10 attendees:

<u>Base Event Cost</u>	+	<u>Per Attendee Cost</u>	=	<u>Total</u>
\$4,000		(10 x \$475) = \$4750		\$8,750

**NUMBER OF ATTENDEES:**                      **TOTAL EVENT COST:** \$                      (*Base event cost + Per attendee cost*)

*Please make checks payable to the Forensic Foundations Group.*

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## ABOUT THE INSTRUCTOR

John M. Collins Jr. is a nationally renowned teacher and consultant specializing in HR management and organizational development in forensic science laboratories. John also teaches professionals in private enterprise how to sell and market more effectively in the industry. He is a 20-year forensic science veteran, working as a firearm & toolmark examiner, laboratory director, and state system director. He is now the president and founder of the Forensic Foundations Group, located near Lansing, Michigan.

### Credentials and Distinctions

B.S. Forensic Science (1992)  
Michigan State University

M.A. Organizational Management (1996)  
University of Phoenix

Senior Certified Professional (SHRM-SCP) in Human Resources  
Society for Human Resource Management

Executive Director (2010—2011)  
American Society of Crime Laboratory Directors

ASCLD/LAB Accreditation Assessor (2000 - Present)  
Assessments conducted in the United States and overseas

Statewide Laboratory System Director (2010—2012)  
Michigan State Police  
*Led to its first-ever international ISO accreditation*

Laboratory Director (2000 - 2010)  
DuPage County, Illinois  
*Led to its first-ever international ISO accreditation*



John M. Collins Jr. led the DuPage County Crime Laboratory (Illinois) and the seven laboratories of the Michigan State Police to their first-ever ISO-based international accreditations.

### Awards and Special Assignments

#### 2013: Briggs J. White Award

The Briggs J. White Award is the most prestigious award presented by the American Society of Crime Laboratory Directors. It is granted in recognition of excellence through leadership in forensic science management. Recipients are those who “demonstrated the highest level of creativity, integrity, and dedication to duty resulting in significant advances in crime laboratory management.”

#### 2008 - Present: Forensic Science Policy & Management – An International Journal

Editorial Board Member

FSPM is an international journal dedicated to management and policy issues in forensic science. It is published quarterly by Taylor & Francis. ISSN: 1940-9036 (electronic) 1940-9044 (paper)

#### 2002: Steve Molnar Award

Association of Firearm & Toolmark Examiners

Annual award presented for excellence in scientific publications.

#### 1998: United States Department of the Treasury

Commendation for Excellence

Award presented for work conducted in association with the Eric Rudolph bombing case in Atlanta, Georgia, which made world-wide headlines. Work performed in this case received international attention resulting in contacts from investigators seeking assistance in two major international terrorist attacks in the last decade.

***Curriculum Vitae available at [www.forensicfoundations.com/bio](http://www.forensicfoundations.com/bio)***