

Advanced Field Training Officer Training

October 5-7, 2010

Course Description:

- ✧ The advanced strategies used in this presentation are designed to *maximize the effectiveness* of those responsible for training and supervising the newly hired employee.
- ✧ Using *Interactive Training*, participants will have the opportunity to exchange and evaluate ideas, problems, solutions, barriers, and strategies. Instrumentation, small group exercises, role-playing, and self-evaluation are some of the methods used in the course. The program features a minimum of lecture and a maximum of student involvement.
- ✧ The importance of *Training Skills* is stressed through a teacher-student instrumentation activity. Given problems, students will create remedial training approaches for problem resolution. Students will also receive a variety of training resources that result in their being able to maximize productivity. Participants will also explore the process of *Coaching* as a management philosophy.
- ✧ The workshop encourages participants to look at training officers' *beliefs, ethics, values, and how they affect program success*.

Topics of Instruction include:

- ✧ Some activities focus on *Evaluation Skills* for legally defensible, valid, reliable, and objective documentation. Writing performance narratives and reviewing key elements of Field Training and Evaluation Programs are included in the training.
- ✧ Other activities focus on *Communication Skills* for providing feedback, coaching, and intervening, through an examination of the participants' perceptions, differences, expectations, relationships, and biases. Skills are brought home as the attendees reflect on life experiences and describe the effective and ineffective qualities of supervision to which they have been exposed. Aids and tips for effective, non-confrontive, *Feedback* are provided and rehearsed throughout the workshop.

Prerequisite:

This 3-day Workshop is designed for Training Officers and Supervisors who have completed a basic Training and Evaluation Program course based on the San Jose Model.

Program Length:

30 Students

Maximum Enrollment:

24 Hours

Program Costs: ***WI Dept of Justice Grant is in process for tuition***

Commuter (Tuition w/ noon meals)	\$ 350.00
Resident (Tuition w/ all meals & lodging)	\$ 485.00

Registration Procedure:

Reservations will be accepted only from department training officers or authorized supervisory personnel. Contact the Academy Registrar, Lori Beiswanger at (608) 269-2500. A completed student enrollment form must be submitted to the Academy either by mail, email or FAX for each student in each course. Reservations are made on a first-come, first-served basis. Reservations will be accepted on a waiting list for programs, which have reached the maximum enrollment number.