

Basic Field Training Officer Training

September 13-17, 2010

Course Description:

This program is designed to prepare newly selected FTOs and/or program supervisors for their respective roles. Additionally, The course also incorporates the various components of program development and operation. This information is particularly useful for agencies undertaking the initial implementation of an FTO program or for one wishing to "measure" an existing model against known standards.

Topics of Instruction include:

- ✘ Key Elements of Successful Field Training & Evaluation Programs
- ✘ The Role of Supervision/Management
- ✘ The Evaluation Process: Achieving Objectivity
- ✘ Evaluation and Documentation Exercises
- ✘ Legal, Ethical, and Due Process Issues
- ✘ Remedial Training Strategies
- ✘ Instructional Techniques
- ✘ Adult Learning Skills
- ✘ Interpersonal Communication: Using Feedback Effectively
- ✘ Dealing with Difficult People
- ✘ The Termination Process
- ✘ Educational and Behavioral Psychology

Prerequisite:

This program is designed to prepare newly selected FTOs and/or program supervisors for their respective roles.

Program Length:

40 Hours

Maximum Enrollment:

30 Students

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

Commuter (Tuition w/ noon meals) \$ 480.00

Resident (Tuition w/ all meals & lodging) \$ 695.00

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.