

Instructor/Trainer Courses



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TTCSTM

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Instructor Development

5-Days (40 Hours) NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel. Meets NMDPS / LEA basic instructor certification requirements.

Focus:

- ❑ A comprehensive course directed towards the basic knowledge, skills, and abilities needed in developing and instructing course materials along with a core understanding of the instructor certification and course accreditation process.



Components of the Course:

- ❑ Instructor roles and responsibilities
- ❑ Curriculum development
- ❑ Writing effective goals and objectives
- ❑ Legal, liability, and ethical issues in training
- ❑ Principles of adult learning
- ❑ Instructional preparation
- ❑ Methods and techniques of instruction
- ❑ Presentation technologies and media including PowerPoint®

Students participate in classroom discussion and exercises and will be required to develop a lesson plan and deliver a presentation at the end of the course in order to receive certification. There is substantial course work involved throughout the week.

Advanced Instructor Development

3-Days (24 Hours) NMDPS Accredited

This course is designed for Law Enforcement, Dispatch/Communications, Fire, EMS, and various Government personnel. Meets NMDPS / LEA General Instructor Refresher requirements.

Focus:

- ❑ A comprehensive course directed towards enhancing an instructor's knowledge, skills, and abilities beyond the basic level as well as a better understanding of the adult learner.



Components of the Course:

- ❑ Adult learning and student behaviors
- ❑ Training and learning diversity
- ❑ Developing effective training course materials
- ❑ Task analysis in course design
- ❑ Presentation media design and resources
- ❑ Designing scenario and case study training

Students participate in classroom discussion and exercises and are given an in-depth learning and training style inventory to become more effective trainers.

General Instructor Refresher

1-Day (8 Hours) NMDPS Accredited

This course is designed for Certified General Instructors for Law Enforcement and Communications personnel that must maintain certification requirements through the NMDPS / LEA Training Center in order to instruct accredited course materials or is a good course for training personnel wishing to refresh their skills and abilities.

Focus:

- ❑ The course is directed towards providing individuals refresher and updated information beyond the basic instructor level. This discussion/review based course follows established guidelines set forth by the NMDPS / LEA.



Components of the Course:

- ❑ Discussion of experiences and problems in teaching
- ❑ Review of adult learning, training, and teaching concepts
- ❑ Importance of effective curriculum development
- ❑ NMDPS lesson plan template guide
- ❑ Importance of evaluation and record keeping
- ❑ NMDPS training requirements

Students participate in classroom discussion throughout the course and will be required to demonstrate basic instructional proficiency by giving a short presentation on an assigned topic.

FTO – Field Training Officer

3-Days (24 Hours) NMDPS Accredited

This course is designed for Law Enforcement officers who are or will be assigned to their department's Field Training & Evaluation Program (FTEP) for training new and lateral officers.

Focus:

- ❑ A comprehensive course directed towards officers giving them the necessary knowledge, skills, and abilities to meet the demands of the position while increasing the effectiveness of their Field Training & Evaluation Program.
- ❑ Components of the course follow the San Jose Model for Field Training Programs.



Components of the Course:

- ❑ Introduction to the FTETP
- ❑ Roles of an FTO
- ❑ The evaluation process
- ❑ Daily Observation Reports (DOR's) and Standardized Evaluation Guidelines (SEG's)
- ❑ Aspects of adult learning for the FTO
- ❑ FTO / Trainee considerations and training techniques
- ❑ Counseling, leading, and motivating trainees
- ❑ Legal, liability, and ethical issues in an FTETP

Students participate in classroom discussion, exercises, and are required to complete several scenario based DOR's within an acceptable level to receive certification.

CTO - Communications Training Officer

3-Days (24 Hours) NMDPS Accredited

This course is designed for 911 Communication Center personnel who are or will be assigned to their department's Field Training & Evaluation Program (FTEP) for training new and lateral communicators.

Focus:

- ❑ A comprehensive course directed towards communication personnel giving them the necessary knowledge, skills, and abilities to meet the demands of the position while increasing the effectiveness of their Field Training & Evaluation Program.
- ❑ Components of the course follow the San Jose Model for Field Training Programs.



Components of the Course:

- ❑ Introduction to the FTEP
- ❑ Roles of a CTO
- ❑ The evaluation process
- ❑ Daily Observation Reports (DOR's) and Standardized Evaluation Guidelines (SEG's)
- ❑ Aspects of adult learning for the CTO
- ❑ CTO / Trainee considerations and training techniques
- ❑ Counseling, leading, and motivating trainees
- ❑ Legal, liability, and ethical issues in an FTEP

Students participate in classroom discussion, exercises, and are required to complete several scenario based DOR's within an acceptable level to receive certification.

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course content.



We look forward to seeing
you in one of our courses.

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