

Administration, Management and Supervision of Field Training & Evaluations Program

Offered by:

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Program Overview

Workshop Title: **Administration, Management and Supervision of Field Training & Evaluations Program**

Duration: 3 Days

Recommended for: Field Training Supervisors (FTS), Field Training Program Coordinators (FTC) experienced with the San Jose Model Field Training Program.

Maximum # of Participants: 30

Overview: Using the San Jose Model, this seminar is designed for the experienced Field Training and Evaluation Supervisor and Field Training and Evaluation Coordinators. Upon completion of this seminar, each participant will be able to effectively apply learned strategies for maximizing the effectiveness of their Field Training Officers and their agency's Field Training and Evaluation Program.

This seminar is highly interactive and tailored to meet the needs of each participant and the course objectives. Over 50% of the seminar involves experiential learning opportunities such as group discussions, small group and individual exercises, video scenarios, instrumentation, case studies.

Topics include:

- Organizational Structure of a Successful Field Training Officer Program
- Managing and Supervision of the Field Training Program
- Development of the Task Book, Daily Observation Report (DOR) and Standardized Evaluation Guidelines (SEG)
- Employment separation process
- Customization to meet Agency/Community needs.
- Establishing a content valid performance evaluation
- Objective use of the SEGs
- Legal issues and the Field Training Officer Program
- Creating and maintaining an effective learning environment
- Relationships between biases and teaching
- Ethical issues and the Field Training Program