

2-Day Field Training Officer Refresher Seminar

Offered by:

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Program Overview

- Workshop Title: **2-Day Field Training Officer Refresher Seminar**
- Duration: 16 Hours
- Recommended for: Field Training Officers (FTO), Field Training Supervisors (FTS), and Field Training Program Coordinators who have experience using the San Jose Model FTO Program.
- Maximum # of Participants: 36
- Overview: Using the San Jose Model, this seminar is designed for the experienced Field Training and Evaluation Officers (FTO's). Upon completion of this seminar, each participant will be able to reapply the learned strategies for maximizing his/her effectiveness as a training officer.
- 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 small and large group discussions, small group and individual exercises, video scenarios, instrumentation, case studies, reviewing games, and self-assessments.
- Topics include:
- Development of the Recruit Task Book, Daily Observation Report (DOR) and Standardized Evaluation Guidelines (SEG)
 - Customization to meet Agency/Community needs.
 - Establishing a content valid performance evaluation
 - Objective use of the SEGs
 - Employment separation process
 - Providing honest and effective numerical and written documentation
 - Adult learning principals
 - Principals of behavior modification
 - Creating and maintaining an effective learning environment
 - Laws of learning
 - Communication, feedback and coaching
 - Remedial training strategies