## FIELD TRAINING OFFICER COURSE BLOCK 1

### INTRODUCTION AND ORIENTATION

**General Course Outline** 

			TOPIC OUTLINE	INSTRUCTIONAL CLUES
INT	RODUC	FTO Introductory Video		
	Welcome, Program Background, History			Storm trooper Range Video
	Instru	ictors		
		Back	1972 FP creation etc	
	Stude	ents	19/211 Creation etc	
		Ident		
		Ident		
	Grou	nd Rule		
A.	OBJ	OGNIZ ECTIV V FTOs		
	1.		ide training and coaching while integrating trainees the mission, goals and operation of the agency	
		a.	Contribute to the agency and the community	
	2.	2. Provide trainees with a means to apply their knowledge and skills in the work environment		
		a.	Application of academy training	
		<b>b</b> .	Knowledge of job specifics	
		<i>c</i> .	Knowledge of resources	
	3.	writt	ide ongoing, constructive feedback and timely en evaluations, based on agency performance lards	
		a.	Debrief calls for service, scenarios, etc.	
		b.	Complete timely DORs, Daily Training Notes, etc	
	4.		gnize different learning styles and respond opriately to the needs of the trainee	
		a.	'Telling is not teaching, listening is not learning'	
		b.	'You can't build a skill through lecture'	
	5.	train	y communication and counseling skills to assist ees in resolving conflicts relating to, and arising , their assignments	

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			TOPIC OUTLINE	INSTRUCTIONAL CLUES
		a.	Establish a communication channel for learning	
		b.	Establish a communication channel for counseling	
В.	MEET PRESENTER-SPECIFIC ATTENDANCE/BEHAVIOR REQUIREMENTS			
	1.	10%	Rule	
		a.	Cannot miss more than 10% of the hours/classes	
		b.	Must make up any time missed	
	2.	Com requ	aplete any agency specific written tests/assessments ired	
	3.	Arri	ve late/leaving early requires instructor notifications	
C.	PRE	SENT	FULLY COMPLETE ALL POST AND ER-SPECIFIC ACTIVITIES AND TESTING MENTS INCLUDING:	
	1.	POS	T-required Teaching/Training demonstration	
		a.	The student must successfully present a one-on- one training demonstration (simulating a FTO- Trainee situation). The student will select from a list of law enforcement training topics and provide training in the selected topical area to a trainee or role player. The student is expected to develop a training plan that uses varied adult learning styles and communication techniques. Using the Standardized Evaluation Guidelines developed specifically for this exercise, the demonstration will be evaluated by another	

#### 2. Case Study Analysis

student.

- a. The student must participate in a small group presentation of their trainees to the rest of the class covering the following aspects of the trainee's behavior and their final outcome:
  - Did issues arise that no one in the group had previously dealt with/ heard about?
  - 2) Were there findings during the discussions that clarified your role(s) as a FTO?

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		INSTRUCTIONAL CLUES	
		3) Were you able to reach a consensus as to the success of this trainee in the program?	CECES
	3.	Presenter-developed activities/tests	
D.	SUC	TIFY AND DISCUSS KEY COMPONENTS OF A CESSFUL FIELD TRAINING PROGRAM, WHICH INCLUDE:	
	1.	Commitment of department head and administrative staff	
		a. Allow time to train	
		b. Time/personnel provided to effectively run the program	
		c. Support of remedial and/or termination recommendations	
	2.	Clearly articulated organizational structure/chain of command	
		a. Smooth information flow (up and down)	
		b. Must have FTP SAC (Lonac./White)	
		c. Ensure decisions are made at the appropriate level	
	3.	Well-organized and effective field training program guide/manual	
		a. System for regular review and revisions	
	4.	Regular field training staff meetings	
		a. Instills strong, positive communication	
	5.	FTO and program critique by trainees	
		a. Provides important feedback	
		b. Quality assessment	
	6.	Clearly defined roles/expectations for trainees, Field Training Officers (FTOs), and Field Training Program Supervisors/Administrators/Coordinators (FTP SACs)	
E.	IDEN TRAI		

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		INSTRUCTIONAL CLUES		
	1.	As the 'introduction' to agency's law enforcement patrol duties, the field training program exposes trainees to the agency's culture, values, and ethics:		
		a.	Lays the foundation upon which careers will be built;	
		b.	Establishes organizational loyalty	
	2.		only approved methods, procedures, and techniques esent training	
		a.	Learn it the right/accepted way the first time	
	3.		future of the agency is significantly impacted by es established in field training	
		a.	Sets the tone for years to follow	
F.	CASE STUDY INTRODUCTION			
	Students will receive/review their assigned fictitious trainee with their workgroup while the facilitator explains the case study process and final presentation.			