

INDIANA DEPARTMENT OF CORRECTION
STAFF DEVELOPMENT & TRAINING

SECOND QUARTER
TRAINING CALENDAR
OCTOBER - DECEMBER 2007



J. DAVID DONAHUE, COMMISSIONER
DANIEL G. RONAY, DIRECTOR

WELCOME
TO
*STAFF
DEVELOPMENT
&
TRAINING*

**OUR
MISSION**

PROVIDE
PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES
TO
CORRECTIONAL
STAFF
THROUGH
KNOWLEDGE
AND
SKILL BASED
TRAINING

J. DAVID DONAHUE, COMMISSIONER

DANIEL G. RONAY, DIRECTOR



“Training is such a critical component for enhancing the level of professionalism in the field of corrections in Indiana, and I am very pleased that the standards reached by the Indiana Department of Correction’s Training Institute now ranks among the highest in the nation.”

- J. David Donahue, Commissioner

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“As the Staff Development and Training Division surges forward in providing the finest of service support to field staff, many new training opportunities are being created and on the horizon of implementation. There is a need for training in every arena, in every walk of life.”

- Daniel G. Ronay, Director

STAFF DEVELOPMENT & TRAINING DIRECTORY

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Vought, David	Curricula Development Manager	#5010	dvought@doc.in.gov

CORRECTIONAL FACILITIES & ABBREVIATIONS

ADULT

Branchville CF	BTC
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIF
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indianapolis Men's Community Re-entry Center	MCRC
Indianapolis Women's Community Re-entry Center	WCRC
Madison CF	MCU
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Plainfield Re-entry	PREF
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC



The Mission of the Department of Correction

The mission of the Indiana Department of Correction is to maintain public safety and provide offenders with self improvement programs, job skills and family values, in an efficient and cost effective manner for a successful return to the community as law-abiding citizens.

JUVENILE

Camp Summit	SFJ
Indianapolis Juvenile CF	IJCF
Logansport Juvenile CF	LJF
Northeast Juvenile CF	NEJ
Pendleton Juvenile CF	PNJCF
South Bend Juvenile CF	SBJ



STATE HOLIDAYS

October 8, 2007

Columbus Day

November 6, 2007

General Election Day



November 12, 2007

Veterans' Day

November 22, 2007

Thanksgiving Day

November 23, 2007

Lincoln's Birthday

December 24, 2007

Washington's Birthday

December 25, 2007

Christmas Day

The Preservice Training Academy

is designated and approved by the Commissioner for the training of new staff working for the Indiana Department of Correction. New staff must complete this training prior to supervising offenders, or working in any other Division of the Department.

The Regions listed below are designated as Regional Preservice Academy sites and may conduct all three weeks of the Preservice Academy Curricula.

PRESERVICE REGIONAL ACADEMIES

	<u>Managers</u>	
East Region	Darrell Fox	765/521-0230 ext. #5008
North Central Region	Sharon Deford	765/689-8920 ext. 5513
Central Region	Kathy Goen	317/839-2513 ext. 1927
West Region	Ken Kortum	765/653-8441 ext. 340
North Region	Eric Comeno	219/785-2511 ext. 4140
Juvenile Academy (week four)	Nancy Riley	765/521-0230 ext. #5003

Academy places emphasis on establishing and maintaining a secure and safe environment for staff, offenders and visitors through professionalism, ethical conduct, teamwork and the implementation of best- correctional practices.

PRESERVICE ACADEMY

October - December 2007

* TBA (To Be Announced)

Regional Academy 2 Offerings

Target Audience: All new staff that have daily or regular offender contact attend a Preservice Academy unless they have been separated from the Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

		Week One COURSE 001620	Week Two COURSE 001621	Week Three COURSE 001622
	Session Numbers	Dates:		
2007	0014 0015	October 8-12 November 26-30	October 15-19 December 3-7	October 22-26 December 10-14

Class Size: Designated per classroom space and resources

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 120 hours

Synopsis: The Correctional Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics in a formal classroom setting. Training is presented by knowledgeable and qualified instructors.

MAKING A CHANGE PRESERVICE ACADEMY

3 Offerings

(JUVENILE STAFF WEEK 4)

Week Four

Target Audience: All new staff assigned to a juvenile facility must attend the Making A Change Preservice Academy in addition to completing the Regional Preservice Academy, weeks one, two and three.

2007	Course	Session Number	Date	Location
	002189	0003	October 1-5	Correctional Training Institute
		0004	October 29 - November 2	Correctional Training Institute
		0005	December 17-21	Correctional Training Institute

Class Size: Designated per classroom space and resources

Time: 8:00a.m. - 4:30p.m.

Training Credit: 40

Synopsis: The Correctional Preservice Making A Change Academy consist of a one-week curriculum that is designed to assist employees in developing knowledge, building skills and providing educational activities related to staff responsibilities in a juvenile correctional environment. Participants receive instruction on a variety of juvenile correctional topics.

LEADERSHIP COURSES

Staff Development & Training continues to provide intensive training at the Supervisory/Management level. Leadership courses provide correctional supervisors with the leadership skills and knowledge needed at various levels of supervision.

2 Offerings

COURSE 001779 **Correctional Management/
CUSTODY SUPERVISORY TRAINING**
Contact David Vought (765) 521-0230 Ext. #5010

2007	Session Numbers	Dates	Location
	0075	October 10 - 11	Correctional Training Institute
	0076	December 5 -6	Correctional Training Institute
Target Audience: Sergeant, Lieutenants, Captains and Majors			
Class Size: Up to 24 participants			
Time: 9:00 a.m. - 4:00 p.m.			
Training Credit Hours: 15 hours			
Synopsis: This training will provide correctional managers from the ranks of sergeant, lieutenant, captain, and major an opportunity to learn and discuss the competencies of custody supervisory staff and apply these competencies to their major duties and tasks through practicum exercises.			

TRAINER DEVELOPMENT PROGRAMS

2 Offerings

COURSE 000480 PRESENTATION SKILLS/ THE BASICS Contact Darrell Fox (765) 521-0230 Ext. 5008			
2007	Session Number	Date	Location
	0444	October 11	Correctional Training Institute
	Target Audience:	Any staff member utilized as an adjunct trainer for any Preservice Academy Program. This one-day course is designed for trainers, collateral trainers, and any staff who are required to make presentations.	
	Participant Numbers:	Up to 12 participants per class	
	Training Credit:	6 hours	
	Time:	9:00 a.m. - 4:00 p.m.	
	Synopsis:	The program provides basic techniques and knowledge needed for giving effective presentations. Problem areas and solutions for those areas are covered. Program provides an opportunity to learn the necessary knowledge and skill techniques for effective presentations.	

COURSE 000596 TRAIN THE TRAINER: Correctional Management, Custody Supervisory Training Contact Dave Vought (765) 521-0230 Ext. 5010			
2007	Session Number	Dates	Location
	0146	December 12 - 13	Correctional Training Institute
	Target Audience:	Custody Supervisors	
	Class Size:	24 participants	
	Time:	9:00 a.m. - 4:00 p.m.	
	Training Credit Hours:	15 hours	
	Synopsis:	This training is designed to teach trainers how to instruct the "Correctional Management- Custody Supervisory Training" program. Upon completion, trainers will be able to instruct the 2-day program at their facility.	

CERTIFICATION PROGRAMS

Staff Development & Training will sponsor, host or collaborate with internal or external agencies, academic institutions and vendors/consultants for knowledge/skill based learning opportunities for Department staff.

19 Offerings

COURSE 001027 MENTORING PROGRAM TRAINING		
IYC - Contact Kathy Goen (317) 839-2513, Ext. 1927		
CTI - Contact Darrell Fox (765) 521-0230, Ext. 5008		
ISP - Contact Eric Comeno (219) 785-2511, Ext. 4140		
2007 Session Numbers	Dates	Location
0106	November 13	Plainfield Correctional Facility
0110	November 14	Correctional Training Institute
0107	November 15	Westville Correctional Facility
Target Audience:	Mentors selected by Facility Superintendents/designee	
Class Size:	30 Participants	
Time:	CTI/ 9:00a.m. - 4:30p.m. IYC/ 7:30a.m. - 4:00 p.m. ISP/ 7:00a.m. - 3:00p.m.	
Training Credit Hours:	7.5 hours	
Synopsis:	The Mentoring Program is designed to promote professional growth, inspire personal motivation and enhance effectiveness of all new employees in the Department of Correction. The Mentor can offer seasoned experience in the form of training and socializing the new employee to the work place. Training for mentors will include how to motivate others to do their best by providing their protégé with general advice, guidance, encouragement, and honest feedback.	

COURSE JAIL SAFE		
	Contact	Chris Stunda (765) 521-0230 ext. #5017
2007	Date	Location
	December 4	Correctional Training Institute
	December 17	Westville Correctional Facility
Target Audience: Jail Employees		
Class Size: 75 Participants		
Time: 8:00a.m. - 4:30p.m.		
Training Credit Hours: 7.5 Hours		
Synopsis: Refresher Jailer's Training at its best! These one day modules are presented to Statewide Jailers to refresh and enhance their professional skills. Offered every other month; Jail Safe's agenda will vary.		

COURSE JAILER'S ACADEMY		
	Contact	Chris Stunda (765) 521-0230 ext. #5017
2007	Date	Location
	October 15 - 19	Correctional Training Institute
Target Audience: Jail Employees within their first year of employment		
Class Size: 75 Participants		
Time: 8:00a.m. - 4:30p.m.		
Training Credit Hours: 40 Hours		
Synopsis: This five day course will cover training topics for Jailers to continue to effectively carry out their daily duties. All jailers throughout the state are mandated to complete this Academy prior to the end of their first year of employment.		

COURSE		CLASSIFICATION CONFERENCE	
000744		Contact	Matt Guyer (765) 521-0230 ext. #5014
2007		Date	Location
	0064	November 14 - 15	Correctional Training Institute
	0065	December 5 - 6	Correctional Training Institute
Target Audience:		Classification Supervisors, Release Coordinator's and Classification Specialists	
Class Size:		40 Participants	
Time:		9:00a.m. - 4:30p.m.	
Training Credit Hours:		13 Hours	
Synopsis:		Two day course designed for facility Classification Supervisors, Release Coordinators, and Classification Specialists. This training will cover policies, procedures, job responsibilities, issues, and concerns regarding both the classification and release of adult offenders.	

COURSE		MEDIA MADNESS	
001827		Contact	Dave Vought (765) 521-0230 ext. #5010
2007	Session Number	Dates	Location
	0003	November 26 - 29	Correctional Training Institute
Target Audience:		Facility Public Information Officers/Assistant Public Information Officers/Assistant Superintendents	
Class Size:		30 Participants	
Time:		Nov. 26/ 10:00a.m.-4:30p.m. Nov. 27& 28/8:00a.m.- 4:30p.m. Nov. 29/ 8:00a.m. - 12:00p.m.	
Training Credit Hours:		24 hours	
Synopsis:		This workshop is for all Facility Public Information Officers/Assistant Public Information Officers. Assistant Superintendents may attend at their discretion. Participants will gain additional knowledge in Press Releases, Meeting with The Media, Media Interviewing, and Dissemination of Information To All Facility Staff.	

COURSE 000862			WORKPLACE HARASSMENT TRAINING Contact Matt Guyer (765) 521-0230 ext. #5014
2007 Session Numbers	Dates	Location	
0105am /0106 pm	October 2	Plainfield Correctional Facility	
0107am /0108 pm	October 3	Plainfield Correctional Facility	
0115 am /0116 pm	October 4	Miami Correctional Facility	
0117 am /0118 pm	October 5	Miami Correctional Facility	
0119 am /0120 pm	October 11	Branchville Correctional Facility	
0121 am /0122 pm	October 12	Wabash Correctional Facility	
0109 am /0110 pm	October 16	Westville Correctional Facility	
0111 am / 0112 pm	October 17	Westville Correctional Facility	
Target Audience:		Sergeants and Above / All PAT 2's and Above	
Class Size:		40 Participants each session	
Time:		8:00a.m. - 11:30a.m. / 12:30p.m. - 4:00p.m.	
Training Credit Hours:		3.5 hours	
Synopsis:		This is a 3.5 hour training designed to cover supervisors' responsibilities in prevention and reporting of workplace harassment. Topics covered during this program include: definitions of workplace harassment; factors the courts use to determine if an unlawful hostile work environment exists in an organization; examples of risky workplace behavior; State of Indiana's Workplace Harassment Prevention Policy; and ways a supervisor can prevent harassment in the workplace.	

COURSE	Certification Case Conference	
002190	Breaking Out of The Cycle & Into Success	
	Contact Nancy Riley (765) 521-0230 ext. #5003	
2007 Session Number:	Date	Location
0002	October 2 - 4	Correctional Training Institute
0003	November 7 - 9	Correctional Training Institute
Target Audience:	Parole Agents, Case Managers, Counselors, Custody Staff	
Class Size:	125 Participants	
Time:	Tues/12:00p.m.-4:30p.m.; Wed/8:00a.m.-4:30p.m.; Thurs/8:00a.m. - 12:30p.m.	
Training Credit Hours:	16.5 Hours	
Synopsis:	This statewide Re Entry and Case Management Conference will consist of interactive breakout work shops hosted by Subject Matter Experts which will assist in enhancing the professionalism and vision of Unit Team Management throughout the agency.	

FACILITY TRAINING REVIEWS

Contact Nancy Riley (765) 521-0230 Ext. 5003

2007			
October	1-3	Rockville Correctional Facility	(Year 2 Review)
	3-5	Parole Indianapolis Terre Haute #4B	
	15-17	Indianapolis Juvenile	(ACA Audit)
	22-25	Women's Work Release	(Year 1 Review)
	29-31	NorthEast Juvenile Correctional Facility	(Year 1 Review)
November	31-		
	-2	Parole Ft. Wayne #2	
	7-8	Madison Correctional Facility	(ACA Audit)
	13-15	Indiana Women's' Prison	(ACA Audit)
	19-20	Elkhart County Juvenile	
December	26-28	South Bend Juvenile	(Year 1 Review)
	28-30	Parole South Bend #8	
	3-5	Correctional Industrial Facility	(Year 1 Review)
	6-7	Henry County Juvenile	
	10-12	Central Office	
	13-14	Parole Central Office	
	17-19	Delaware County Juvenile	

EMERGENCY RESPONSE OPERATIONS CERTIFICATION/ RECERTIFICATION

Emergency Response Training is designed to certify correctional staff and enhance their ability in disturbance control tactics, hostage situations, crisis intervention and other institutional emergencies.

Contact Arnold Love (765) 521-0230 ext. 5005 for ERO Information

5 Offerings

COURSE SERT ACADEMY			
000812 SPECIAL EMERGENCY RESPONSE TEAMS			
2007	Session Number 0039	Date October 1 - 5	Location Correctional Training Institute
COURSE CISM ACADEMY			
000740 CRITICAL INCIDENT STRESS MANAGEMENT			
2007	Session Number 0014	Date October 29 - November 2	Location Correctional Training Institute
COURSE SITCON ACADEMY			
000820 SITUATION CONTROL			
2007	Session Number 0022	Date November 26 - 30	Location Correctional Training Institute
COURSE FIREARMS INSTRUCTORS BASIC CERTIFICATION			
000230			
2007	Session Number 0034	Date December 3 - 14	Location Correctional Training Institute
COURSE K-9			
000771			
2007	Session Number 0019	Date December 10 - 14	Location Correctional Training Institute

PAROLE SERVICES

1 Offering

PAROLE PRESERVICE TRAINING		Basic Training For New Field Staff	
001784		Contact Amanda Hall (317) 484-1836, Ext. 263	
Dates: 2007		Location:	
0006	October 8 - 12	Correctional Training Institute	
Target Audience:		All New Field Staff	
Class Size:		Will vary with hiring process	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit:		37.5 hours	
Synopsis:		This program is designed to provide basic training specific to the job duties of the Field Staff Agent. New Field Staff Agents receive training in topics necessary to perform their duties as a Field Staff Agent. A new Field Staff Agent receives skill and knowledge based instruction through the Correctional Training Institute at New Castle or at a Regional Facility.	

Second Quarter Training Calendar 2007
Parole Services

COMMUNITY CORRECTIONS

11 Offerings

Community Corrections Training: Contact Bernie Iszler (317) 439-5430

Courses	Date	Location	
Youth Level of Service	TBA	TBA in 2007	
"Thinking for A Change" Facilitator Training	TBA		
Evidence Based Practices/ Effective Interventions	TBA	TBA	Regional
Level of Service Inventory- revised (LSI-R)	TBA	Southern Indiana	
Level of Service Inventory- revised (LSI-R)	TBA	Northern Indiana	
ECMS (class filled)	October 1-5	Hamilton County	
Community Supervision Basic Training (Parole & CC)	October 8-12	Correctional Training Institute-New Castle	
ECMS	October 22-26	Whitley County	
Level of Service Inventory-revised (LSI-R)	November 7-8	Monroe CCC	
ECMS	December 3-7	Elkhart County	
Advisory Board Development	TBA	TBA	

Second Quarter Training Calendar 2007

SYSTEMS & TECHNOLOGY STAFF TRAINING

**All Systems & Technology Staff Training as listed below
is coordinated through**

Jonnie Zasada, Staff Development & Training.

Please contact (317) 232-6928 for dates, times, and locations.

OIS (General Inquiry)

JDS (General Inquiry)

OGRE (Offender Grievance Review and Evaluation)

CCMS (Comprehensive Case Management System) for juveniles

OCMS (Offender Case Management System)

APM (Adult Program Management) part of OIS

OIS (Property Inventory Management)

PCM (Parole Caseload Management)

ASIS (Adult Student Information System)

SAMS (Substance Abuse Management System)

SOMM (Sex Offender Management System)

IA (Internal Affairs)

OTS (Offender Trust Fund System)

STATE PERSONNEL TRAINING

STATE PERSONNEL TRAINING & DEVELOPMENT

HOW TO REGISTER FOR STATE PERSONNEL TRAINING

Registration Guidelines

Register through your [Agency Training Contact Person](#) (ATCP). ONLY EXCEPTION: If your agency does not have an ATCP, registrations may be sent directly to the Training Division of the State Personnel Department.

The State Training Registration Form must be completed in order to register for all classes.

After authorization by your supervisor or the appointing authority, forward your registration form(s) to your ATCP.

Information must be complete. The registration form should include only one person registering for one program.

Employees should receive confirmation from the State Personnel Department that they are registered for a class. Should the timeframe of registration not allow for a written confirmation from State Personnel, the agency should confirm the registration and location (obtained from State Personnel) to the employee.

Cancellations

Employees who cannot attend a program should telephone their ATCP or their backup as soon as possible. Cancellations for classes requiring a fee must be called in by the ATCP and received by the appropriate agency more than two business days in advance of a class; otherwise, the full cost of the class is NON-REFUNDABLE and will be billed to the agency. Employee(s) who reschedule a class at a later date will be billed again. Substitutions are acceptable.

If you have any questions, please telephone your ATCP.

Charges for Training/Billing Procedures

There is a charge for some of the classes being offered. The charges are to cover the cost of training materials and consultant fees where applicable. Prices for the classes are subject to change.

If your agency is paying for you to attend a class, you must provide the agency's 16 digit account number (Fund/Object/Center Number) on the Registration Form. Have your supervisor sign it prior to forwarding it to your ATCP.

Any employee planning to pay for a class personally must contact their ATCP first to determine if the class is still open for registrations. Next, the employee must submit to the ATCP a State Training Registration Form along with cash or check at least two weeks in advance of the class to the State Personnel Department's Finance Division. Checks should be made payable to the State Personnel Department.

Billing questions should be directed to the State Personnel Department's Training Division, IGC-S, 402 W. Washington Street, Room W161, Indianapolis, IN 46204-2261; telephone (317) 233-3282 (V) or (317) 232-4555 (V/TT)

Reasonable Modifications

Individuals who need reasonable modifications to effectively participate in training programs should contact their ATCP.

October 2007 Training Opportunities

For State Personnel training opportunities, you will need to register through your Agency Training Contact Person (ATCP)

Mon	Tues	Wed	Thurs	Fri
1	2	3 eRecruit for Hiring Mgrs - New User (Oct. Session 1) 9:00 am - 4:00 pm Course: 002159/0007 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	4	5
8 Happy Columbus Day!  Columbus	9	10 Workforce Admin - New User 9:00 am - 4:00 pm Course: 002157/0004 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	11 HR Query 9:00 am - 12:00 pm Course: 002188/0002 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	12
15	16 eRecruit for Recruiters - New User (Day 1) 9:00 am - 4:00 pm Course: 002156/0005 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	17 eRecruit for Recruiters - New User (Day 2) 9:00 am - 4:00 pm Course: 002156/0005 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	18 Enterprise Learning Admin - New User 9:00 am - 4:00 pm Course: 002187/0002 IGCS Conf Ctr - Rm 31 Instr: Barb Knott	19
22	23 Benefits Admin - New User 9:00 am - 4:00 pm Course: 002158/0004 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	24 eRecruit for Hiring Mgrs - New User (Oct. Session 2) 9:00 am - 4:00 pm Course: 002159/0008 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	25	26
29	30	Halloween 31 		

IMPORTANT: Participants are responsible for printing and bringing a copy of the training manual with them to class.

November 2007 Training Opportunities

For State Personnel training opportunities, you will need to register through your Agency Training Contact Person (ATCP)

Mon	Tues	Wed	Thurs	Fri
			1	2
5	Election Day! 	7 eRecruit for Hiring Mgrs - New User (Nov. Session 1) 9:00 am - 4:00 pm Course: 002159/0009 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	8	9
12 Veterans Day Observed! 	13 Benefits Admin - New User 9:00 am - 4:00 pm Course: 002158/0005 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	14 Workforce Admin - New User 9:00 am - 4:00 pm Course: 002157/0005 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	15 Enterprise Learning Admin - New User 9:00 am - 4:00 pm Course: 002187/0003 IGCS Conf Ctr - Rm 31 Instr: Barb Knott	16
19	20 eRecruit for Hiring Mgrs - New User (Nov. Session 2) 9:00 am - 4:00 pm Course: 002159/0010 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	21 HR Query 9:00 am - 12:00 pm Course: 002188/0003 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	22 Happy Thanksgiving! 	23 Holiday! 
26	27 eRecruit for Recruiters - New User (Day 1) 9:00 am - 4:00 pm Course: 002156/0006 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	28 eRecruit for Recruiters - New User (Day 2) 9:00 am - 4:00 pm Course: 002156/0006 IGCS Conf Ctr - Rm 31 Instr: Kathy Hicks	29	30

IMPORTANT: Participants are responsible for printing and bringing a copy of the training manual with them to class.

- THERE WILL BE NO STATE PERSONNEL TRAINING IN THE MONTH OF DECEMBER**

TRAINING AVAILABLE UPON REQUEST

OCTOBER - DECEMBER 2007

ACA Manager Certification

This training event will assist ACA Accreditation Managers and Collateral Audit Support Staff in the development and maintenance of ACA Folders. This will be accomplished through a better understanding of what the expectations are from ACA, Indiana Department of Correction, Program Review Division, and Facility Superintendents.

Access Basic Computer Training

This is a three-day program. Participants must complete all three days to receive training credit. Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and Sort records; create a Select Query to view specific fields; and use forms to locate and organize information.

Advanced Crime Scene Protocol

This training is designed to refine, state wide, the current method and procedure utilized and present one common method of crime scene searching, photography, evidence collection, preservation and documentation.

Advanced Verbal De-escalation

Advanced Verbal De-Escalation is a training course that focuses on preventing physical force in juvenile correctional settings through use of effective verbal communication skills. Emphasis is placed on the techniques and underlying principles of using verbal de-escalation to address conflict situations involving juvenile offenders. The course examines the nature of conflict; the different ways that individuals react to conflict; the stages of conflict encountered with juveniles; and the appropriate intervention of staff at each stage. Through role playing, discussion, activities, and simulations, participants learn and apply verbal de-escalation techniques to a range of conflict situations involving juvenile offenders. Appropriate staff intervention is taught for each stage in a conflict situation involving a juvenile offender, with particular focus given to crisis situations involving out-of-control juvenile offenders. Through class discussion and debriefing after each role play, simulation, or activity, the effectiveness of various de-escalation techniques are examined with the facilitator highlighting those techniques that are most appropriate and effective.

Baby Boomers vs.

“Generation X” and “Baby Boomer” employees approach work related issues with different styles and attitudes. This training is designed to make staff aware of the differences in order to bridge the generation gap and promote teamwork.

Back to the Basics

Juvenile Security Training program designed to train Juvenile Supervisors, Sergeants and up, including Superintendents and Assistant Superintendents in identifying the five levels of emergency, proper notification and documentation procedures, and activating a command center. Other topics include Juvenile Use of Force, Management for Leaders, Back to the Basic Security, and table top scenarios dealing with recent scenarios that have take place in Juvenile facilities.

Basic CPR/First Aid/AED Instructor

This course is designed to train staff as Basic CPR/First Aid Instructors in the proper procedures and up to date techniques for Adult Basic CPR, First Aid and AED at their respective facilities. If required, they will be able to co-instruct at other facilities as needed.

Prerequisite: Must be currently certified in CPR & First Aid

Chaplain and Community Involvement Training

This workshop will teach Chaplain and Community Involvement staff at CTI New Castle. This training will involve some evening training.

Coaching I Workshop

This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.

Coaching II Workshop

Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.

CPR/First Aid/AED Instructor Trainer/Trainer (ITT)

This is a two-day course to train and certify Basic level CPR/First Aid Instructors as Instructor Trainers. As an Instructor Trainer they will be able to instruct, train, and certify other staff as Basic CPR/First Aid/AED instructors.

Customer Service and Telephone Etiquette:

This workshop is intended specifically for IDOC Clerical/Administration Support staff and will focus on techniques for dealing interpersonally with staff and the public (the “customer”). This workshop will also cover guidelines for proper telephone usage and the handling of various types of telephone calls.

Custody Supervisors Training

This training will provide custody supervisors information on emergency response operations, preparing master rosters, Re-entry overview, human resource issues, security issues, post order, and investigations.

Excel 2003 Basic Computer Training

At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel’s appearance through cell formatting, and prepare a document for printing.

Excel 2003 Intermediate Computer Training

Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.

Excel 2003 Advanced Computer Training

Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros. **Prerequisite:** In order to attend Excel 2003 Advanced, participants must complete the Excel 2003 Basic and Excel 2003 Intermediate computer-training courses.

Field Training Officer/On Job Training (FTO/OJT) Training for Trainers

One-day course designed to train Field Training Instructors to train Field Training Officers in effective trainer techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is developed and used for on-the-job training; identification of the nine critical components of a performance checklist; and, the six (6) steps involved in the Field Training Officer process.

Hepatitis C Workshop

This one-day workshop will be instructed by either Roche Pharmaceuticals or MATEC. Issues surrounding Hepatitis C will be presented to healthcare staff during the workshop.

House Bill 1437

Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities concerning the interaction, to be taught by persons approved by the secretary of family and social services, using teaching methods approved by the secretary of family and social services and the commissioner. Based on statutory obligations, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved through all necessary channels.

Intermediate Supervisory Leadership Course (ISLC)

This three day training course is part of the continuum of training for Correctional Supervisors. ISLC provides additional skills and supplements to the BSLC training that is a prerequisite to the ISLC. Topic Covered: Time Management, Planning and Organization, Goal Setting, Delegation, Staff Motivation, Career Development, Managing Difficult Co-Workers, Conflict Management, Coaching, Traits to Become an Effective Leader.

Internal Affairs Workshop

An entry level program targeting Correctional Staff interested in the Investigative field. This program will provide instruction regarding Basic Correctional Investigative Techniques and expand opportunities for Correctional staff to obtain certification and qualify for investigator positions.

Lady Justice: Offender Legal Research Assistant Training

This training will provide a general overview of the legal system, the appellate process, legal research, legal writing, and constitutional law. Participants will earn certification. Offenders completing this training will be certified to assist other offenders with legal research.

Leadership Development Competencies

Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Team Building, Collaboration, Problem Solving and Decision Making, Managing Change, and Strategic Thinking. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Managing Multiple Projects

This workshop is intended for IDOC Clerical/Administrative Support staff and will cover techniques for managing multiple projects. Topics covered include establishing priorities, meeting deadlines, planning and organizing, and time management.

MATEC HIV Workshop

MATEC instructors will present this two-day workshop. The workshop will cover HIV basics, counseling, treatment and support, and discharge planning.

MATEC Juvenile HIV/STD Workshop

This workshop will be presented by the Midwest Aids Training and Education Center (MATEC). The focus will be on HIV, STDs, and youth HIV and substance abuse.

Media Madness

A mandatory interactive workshop for all Facility Public Information Officers/Assistant Public Information Officers. Assistant Superintendents may attend at their discretion. Participants will gain additional knowledge in Press Releases, Meeting with The Media, Media Interviewing, and Dissemination of Information to All Facility Staff.

Mid-Management Leadership Course (MMLC)

This three day training course is the third in the leadership continuum. This course helps experienced managers to continue to develop skills learned in the ISLC and the BSLC. It also familiarizes managers with presentation skills and how to format decisions briefings. Topics Covered: Concepts of Leadership and Teams in Corrections, Role of Innovation, Becoming an Agent for Change, Team Development and Problem Solving, Problem Solving Skills, Formatting a Decision Briefing, Career Development, Presentational Skills and Corrections, General Causes of Resistance to Change, and Eight Guidelines for Managing Change.

Midwest Aids Training and Education Center (MATEC/HIV)

This is a two-day comprehensive seminar and clinic-based educational program taught by physicians and other health care professionals with clinical HIV expertise. The agenda is as follows: 1. HIV the Basics; 2. HIV Presentation Counseling; 3. HIV Treatment and Support; and 4. Discharge Planning.

Moving on Up!

Making the change from peer to supervisor is never easy. New managers may find themselves struggling to find a balance between old coworker relationships with their new management responsibilities. This training program is designed to help participants make a successful transition from “coworker” to “manager” through the presentation of four proven strategies that will facilitate a new supervisor’s changing workplace relationships.

Order in the Court: Screening and Hearing Officer Certification

This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.

Organizational Development Competencies

Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics, Vision and Mission, Self Awareness, Managing the External Environment, Power and Influence, Strategic Planning and Performance Management. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Personal Accountability in a Professional Environment

The ability for staff to accept responsibility is important to both their personal and professional success, and the success of the Department. This workshop will teach staff how to develop a “can do” attitude to build their confidence, accountability, and competency. Staff growth ultimately leads to organizational growth.

PLUS Unit Training

This course is mandatory training for all staff assigned to work on a PLUS unit. Course will consist of a presentation about the history of the program, purpose, goals, curriculum overview, eligibility criteria, and evaluation criteria. There will be breakout sessions for chaplains, counselors, casework managers and correctional officers. Following the training at CTI there will be a tour of the PLUS unit at CIF.

Power Point Basic

Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.

Power Point Level II

Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features. **Prerequisite:** In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.

Professional Development Competencies

Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, and Managing Conflict. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Property Officer Training

This two day workshop is designed to teach Property Officers procedures to be followed to ensure that offender's property is cared for in a professional and legal manner.

Re-Entry Training

This training is intended to provide unit team staff with a detailed overview of the Indiana Department of Correction Re-Entry Process. Topics included in the training are: Overview of the "Transition from Prison to Community" model developed by the National Institute of Corrections, overview of re-entry policy and procedure, development of re-entry accountability plans (RAP), and conducting RAP reviews.

Sexual Harassment Prevention

This workshop is intended for DOC Supervisors and will cover the enforcement of sexual harassment policies and laws in the workplace. This workshop will include scenarios to help supervisors prevent, identify and effectively deal with sexual harassment.

Sexual Misconduct and Other Unethical Behavior Workshop

The workshops will combine portions of last year's "Sexual Misconduct" and "Ethical Dilemmas" workshops. Topics covered include red flags and warning signs, ways staff get involved in unethical behavior, and prevention strategies.

Strategic Shooting with a Camera

This workshop will cover proper video and still camera usage to ensure situations, events and evidence are properly photographed/recorded. Recording of crime scenes, use of physical force, use of restraint chairs, and cell extraction recording will also be covered during the workshop.

Supervising High Risk Juvenile Offenders

This workshop is designed to give participants an overview of how to work safely and effectively with violent/hostile juvenile offenders.

Thinking for a Change (TFAC)

This workshop will train staff to become facilitators of the TFAC program. Upon completion, staff will be able to instruct the 22 lessons of TFAC to the offender population.

T for T for Correctional Management – Foundation Skills for Trainers

This program will develop the preparation, presentation and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic instructing methods.

Understanding and Managing Adolescent Behavior

This workshop provides participants with the knowledge and skill to understand what can be expected of adolescent behavior. This training will show how to appropriately relate to that behavior in their role as a professional correctional employee from a therapeutic perspective and as an adult role model.

Unit Team Phase III “Team Me”

This facilitation is an interactive discussion of the Unit Team’s mission in teaming offenders and what each Unit Team Member brings to the team. Hands on exercises include “Team Me” with virtual teaming and “RAP”ing. Each facility would participate by submitting at least one Team of six staff members to the training; facilities may send two teams of six. This phase will additionally emphasize the role Parole plays in the UTM process.

Verbal Judo

This workshop is designed around the “Verbal Judo” techniques of George J. Thompson. This workshop will cover ways to use words instead of actions to achieve goals, ways to maintain professionalism in conflict situations, and ways to speak to others without causing or escalating conflict.

Video Production Workshop: Planning a Video

This workshop will focus on video pre-production. Elements will include developing video concept, planning, scripting, and storyboarding.

Video Production Workshop: Producing a Video

This workshop will focus on video production. Elements will include camera, lighting, sound, location, and acting techniques.

Video Production Workshop: Editing a Video

This workshop will focus on video post production. Elements will include recording narration, selecting background music, sound mixing, and editing. Using the above techniques, participants will help produce a take home training video.

Workplace Violence

Workplace violence (non-offender related) can occur at anytime and can have serious consequences. This workshop is designed to cover issues around workplace violence including warning signs, domestic violence and stalking, and ways to safeguard your work area.



The Indiana Department of Correction hosted the first Statewide Trainers Conference at the Correctional Training Institute. The above photo is the official 2007 Staff Development & Training Division Photograph.



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<http://isd.state.in.us/spd/training/oatcp.htm>

OUR VISION

Provide a learning environment that reflects current research, best practices, creative methodologies, and enthusiastic, knowledgeable, and dedicated trainers to promote optimum knowledge and skill attainment