



Training Academy

Course Syllabus
2010

THIS SYLLABUS CONTAINS MOST, BUT NOT ALL OF THE TRAINING AVAILABLE TO OUR EMPLOYEES. A MORE COMPLETE LISTING IS CONTAINED IN THE MASTER TRAINING CATALOG. THOSE CLASSES MARKED WITH (V.S.) ARE CAPABLE OF BEING BROADCAST THROUGH VIDEO STREAMING.

Accident Reporting and Investigation

4 Hours

The Accident Investigating and Reporting class is designed for Unit Safety Officers and Supervisory (Sgt. and above) staff. This class will provide training to develop and/or increase accidents investigative skills, reduce accidents in Units, and provide proper procedures for reporting accidents.

ADMINISTERING DISCIPLINE

Management Level I

4 Hours

This training is designed to develop an awareness of guidelines to correct unacceptable behaviors occurring in the work environment in accordance with ADC Policy and Procedures.

ADVANCED CORRECTIONAL OFFICER TRAINING

40 Hours

This training is developed to present an update and upgrade of correctional policies, procedures, and practices to our newer officers. Covering a variety of subjects that were presented in limited form during BCOT, this class adds new and updated information to allow the correctional officer to excel at his/her chosen profession.

Prerequisite: Security only, CO I or CO II with between one and three years experience.

ADVANCED INTERPERSONAL COMMUNICATION

8 Hours

This interactive class does not deal with IPC in general, but brings it to a correctional specific atmosphere. Multiple video clips and class scenarios make this a useful and practical training session.

Prerequisite: Completion of Interpersonal Communication as required in Management Level I.

AVOIDING MEDIOCRITY

4 Hours

This class is designed to provide an understanding of mediocrity and motivate employees to have a positive attitude.

ANGER MANAGEMENT / CONFLICT RESOLUTION (V.S.)

4 Hours

This material gives the participant the knowledge of how to recognize and de-escalate situations that can lead to workplace conflict.

ARKANSAS WIRELESS INFORMATION NETWORK (AWIN)

4 Hours

New technology, new equipment, and new procedures have made the Arkansas Department of Correction a part of the AWIN system. This class teaches all connected with radio and dispatch assignments how to be in compliance with that system.

ATTITUDE VIRUS: CURING NEGATIVITY IN THE WORK PLACE

4 Hours

This course provides information on the signs to watch for and some prescriptions to cure the dreaded Attitude Virus' that infect our workplace.

BASIC MICROSOFT EXCEL

4 Hours

Summarizing information in the form of charts and tables and making financial and other types of calculations are common tasks performed by administrative and supervisory personnel. Microsoft Excel is a software program that stores and manages information so that it can be summarized. Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT OUTLOOK

4 Hours

This course provides students with an overview of the use of MS Outlook, the primary email and scheduling program used by the Arkansas Department of Correction

Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT POWERPOINT

4 Hours

During this 4-hour introductory class, students will gain the basic knowledge of how MS PowerPoint works and its uses, how to navigate the functions within the software program, and be able to create basic presentations.

Prerequisite: Existing knowledge of computers and programs.

BASIC MICROSOFT WORD

4 Hours

This course enables the trainee to learn the basic concepts of word processing in MS Word. The trainee will identify the components of the applications window, create a new document; enter text in the text area, and use the multiple basic editing techniques.

Prerequisite: Existing knowledge of computers and programs.

BASIC TERRORISM AWARENESS

8 Hours

This course trains responders to initiate the correct Awareness Level defensive response actions in a Nuclear, Biological and Chemical incident.

BECOMING A PERSON OF INFLUENCE (V.S.)

4 Hours

How important is influence? One writer says “Leadership is influence, nothing more and nothing less”. Learn how to become a person of influence to enhance your career.

BEHAVIOR-BASED SAFETY TRAINING

3 Hours

This course is designed to provide participants with the knowledge on how to change their behavior and the behavior of their co-workers as it relates to workplace safety. This training will place focus on providing a more proactive view as it relates to the prevention of accidents

BUILDING TRUST

4 Hours

Students participate in a variety of activities designed to help them both consider the nature of trust issues and learn techniques for building trusting relationships.

CHANGE CHANGES YOU (V.S.)

4 Hours

Change never leaves you the same. This presentation will show you how to cope with, and how to improve your life when change comes – and it will come!

CHARACTER TRAINING

Multiple Hours

Every ADC Unit and Office will be sharing the monthly Character Quality for all staff members. These 49 qualities are essential to everyone for life and career.

COMMAND OFFICER SCHOOL

Management Level III

40 Hours

Lieutenants and Non Security grades C115-C117 may apply. Unit trainers will explain the special application and letter required with the application. This third level of management training builds upon the first two to assist security supervisors with the increasing need for knowledge and skills to supervise the correctional workforce.

Prerequisite: Security, Lieutenant, Non-Security grade C115-C117, completion of Management Level I and Management Level II, letter of recommendation from supervisor, letter of request from applicant, must be qualified for a Level III position.

COMMUNICATING NON-DEFENSIVELY

6 Hours

To familiarize participants to recognize and overcome their own defensive behavior as well as the defensive behavior in others so they can put into practice the five skills of non-defensive communication and learn how to avoid putting people “on the defensive” in the first place.

COMPLACENCY IN CORRECTIONS

4 Hours

This class is to help identify common areas of complacency in the daily duties of security staff within the Arkansas Department of Correction.

CORRECTIONAL SECURITY FOR NON-SECURITY

40 Hours

Employees are made aware of the type of environment they work in, the potential for disturbances that sometimes arise, correctional history, how to communicate and cooperate with the security staff, and other needed new employee information

Required for all newly hired non-security personnel.

CPR

8 Hours

Management Level I

This instruction gives you the knowledge and ability to perform Cardio-Pulmonary Resuscitation.

CPR INSTRUCTOR COURSE

24 Hours

Designed to certify instructors to teach CPR to others. Streamlined, but just as effective as the week long training, this program gives practical application of CPR lifesaving techniques.

Prerequisite: CPR certified, recommended by unit trainer.

DEFENSIVE DRIVING

8 Hours

Utilizing both classroom and behind the wheel instruction, this class shares driving awareness, driving safety, and defensive driving skills in a very inter-active fashion.

CULTURAL AWARENESS

Management Level II

4 Hours

This course is designed to deal with the different concepts and principles associated with prejudice, stereotyping and discrimination.

Prerequisite: Completion of Management Level I.

DEALING WITH DIFFICULT EMPLOYEES (V.S.)

4 Hours

Every supervisor is aware that we occasionally have that fellow employee who is a challenge to work with. This course is designed on helping you recognize and productively deal with that type of individual.

eLearning
Various Hours

Through the website of the National Institute of Correction, ADC employees may take up to 30 hours each year of internet based training. Over 140 different courses of varying lengths are available for all departments of the Arkansas Department of Correction. Unit Trainers have full instructions on how to apply, take, test, and receive credit for eLearning.

Prerequisite: Training must be approved by unit trainer, supervise employees, and job-related and does not duplicate previous training.

eOMIS Training (V.S.)
General / Security / Specialized
1 - 4 Hours

Each of these separate courses are designed to assist the employee to complete their particular functions in the Electronic Offender Management Information System currently used by the ADC.

EMERGENCY PREPAREDNESS
Management Level II
16 Hours

This 2 day course is designed to familiarize the employee with the emergency preparedness plans for the ADC and supervisors.

Prerequisite: Completion of Management Level I.

EMERGENCY RESPONSE TEAM TRAINING
40 Hours

This basic training for Emergency Response Teams is made up of multiple classes in less lethal munitions, chemical agents, self defense and use of restraints, development of entry plans, hostage situations, baton squad tactics cell extraction, crime scene preservation, team building, firearms qualifications and more.

Prerequisite: Must be a member of a unit ERT, must be able to qualify with all three weapons, and must be able to score 70% on the ERT physical fitness test.

EMPLOYEE MOTIVATION

4 Hours

Employee motivation and productivity can be enhanced and improved by creating a work environment that maximizes the factors that affect performance. These factors are simple to understand, easy to measure and can add tremendous value to the work place and the Department as a whole.

ETHICS IN THE CORRECTIONAL WORKPLACE

4 Hours

This class is designed to give a clear definition of ethics and an understanding of how ethics impacts an organization is the first step in making ethical decisions. You can't train people to be ethical, but you can educate them to begin to think about ethics differently.

EXECUTIVE TRAINING

Management Level IV

40 Hours

Training for positions, Grade 23 and higher (including unclassified positions) shall consist of 40 hours of extensive professional training. Key areas of supervision, communication, and agency goals will be shared.

Prerequisite: Completion of Management Level I and Management Level II and Management Level III. Must be qualified for a Level IV position.

FAIR LABOR STANDARDS ACT

Management Level I

4 Hours

This course is to provide Management guidance in the implementation of the provisions of the Federal Fair Labor Standards Act.

FEMALE OFFENDERS (V.S.)

4 Hours

Female inmates are the fastest growing population group among the incarcerated in America. This training session deals with the backgrounds, special needs, and uniqueness of working with female inmates.

Prerequisite: Must have direct supervision of female inmates.

FIELD TRAINING OFFICER

8 Hours

This course is designed to teach the best security officers at each unit or facility how to assist newly hired security staff the proper methods and policies of correctional officers in the Arkansas Department of Correction.

Prerequisite: Security only or directly involved in the FTO program, CO II or Sgt., minimum one year with ADC, disciplinary free for the past year, recommended by unit trainer, supervisor.

FINANCIAL SURVIVAL (V.S.)

4 Hours

This course provides realistic ways to become debt free and get control of your finances, instead of them controlling you.

Prerequisite: For ADC employees who have been employed 24 months or less.

FIREARMS INSTRUCTOR CERTIFICATION

40 Hours

Students receive detailed instruction in the safe and proper use of firearms and learn how to effectively present this training to others.

Prerequisite: Individuals must be firearms proficient before attending Instructor School, recommended by their unit trainer, and must agree to teach and train as needed.

FIREARMS INSTRUCTOR RE-CERTIFICATION

8 Hours

This class is for the mandated recertification in order to keep your credentials as an ADC Firearms Instructor.

Prerequisite: For those already certified as a firearms instructor.

GANGS / SECURITY THREAT GROUPS

8 Hours

This class is designed to raise the level of awareness, intervention, and prevention of gangs and security threat groups in a correctional environment.

Prerequisite: Security only or direct inmate supervision.

GRIEVANCE PREVENTION AND HANDLING

Management Level I

5 Hours

This course examines the correct manner and procedures in which an employee grievance should be handled. It covers the filing process, initial decision and the appeal process.

HAZMAT AWARENESS

8 Hours

Learn to recognize the presence of hazardous materials and take appropriate action as a first responder at the awareness level.

Health and Safety Plan for Supervisors

4 Hours

Health and Safety Plan for Supervisors

This class is designed for Supervisors, Sergeants and above. This class provides detailed information regarding the ADC Health and Safety Plan. The content of the Health and Safety Plan is explained fully to ensure that the plan is implemented at all units.

Prerequisite: Supervisors, Sergeant & above

HORSE BARN SUPERVISOR CLASS

4 Hours

This class is limited to field security assigned to supervise horse barns. Material is relating to the care and first aid of horses, and how to obtain and care for tack.

HORSEMANSHIP FOR FIELD RIDERS

8 Hours

This course is designed as a refresher class for field security from each unit and will be held at units where horses are assigned.

HORSEMANSHIP FOR NEW RIDERS

40 Hours

All field security who have been assigned to the field for one year or less need to attend this class. Each rider attending will need the horse assigned to that rider from their unit and all the tack, i.e. saddle, bridle, pad, and halter.

HORSEMANSHIP – BASIC HORSE TRAINING

40 Hours

During this training participants are assigned a young horse and will be instructed how to train this horse for use by the ADC.

Prerequisite: Participants must have completed 3 years in ADC field security.

IDENTITY THEFT (V.S)

4 Hours

This new course presents information on the crime of Identity Theft and some ways to avoid becoming a victim. Attendees do not need a background in technology to understand the course material.

IMPACT OF EXCELLENCE IN SUPERVISION

24 Hours

The Impact of Excellence in Supervision was developed with the Shift Supervisor (Lt.) in mind. Along with leadership traits, the course will also cover leadership dynamics, supervision, and investigation to name a few.

INCIDENT RESPONSE TO TERRORIST BOMBING

5 Hours

This explosive response class is a 4 – 5 hour class delivered on the awareness level for first responders. This class is designed to educate you to respond to a suspicious package, bomb threat or other explosive incident.

INMATE GRIEVANCES (V.S.)

4 Hours

This training is designed to make you aware of the prevention of inmate grievances and how to be a part of the problem solvers at each local unit or facility.

Prerequisite: Involved in direct inmate supervision.

INMATE PROFILES (V.S.)

4 Hours

This statistical and practical overview of the inmate populations both in the state and in the nation gives the trainee the recognition knowledge necessary to evaluate inmate and security interactions. This material deals not only with differing categories of inmates but includes some of the various emotional stages inmates go through while incarcerated.

INTERPERSONAL COMMUNICATION

Management Level I

8 Hours

The class covers the different concepts associated with interacting with the various groups and communication styles you come in contact with each day

INTRODUCTION TO COMPUTERS / INTERNET NAVIGATION

4 Hours

This course provides students with a sound foundation for acquiring more complex computing skill to become efficient in the ever-changing world of criminal justice technology. Beginner to intermediate computer users would benefit from this course.

INTRODUCTION TO MANAGEMENT

Management Level II

16 Hours

This training is designed to deal with the important role of supervisor for the employee welfare. Suggests improvements and participates in decision making in an upward flow of communication.

Prerequisite: Completion of Management Level I.

JAIL STANDARDS

16 Hours

This training is designed to prepare employees to conduct day-to-day operations in a jail environment. Students are to pass a written examination to complete the course.

Prerequisite: Direct connection with a jail facility, recommendation of supervisor

LEADERSHIP, SECURITY AND BODY LANGUAGE

4 Hours

If 70% of communication is non-verbal, then everyone needs to know how to “read” body language both in working with fellow employees (superiors, peers, and subordinates) as well as with the inmate population.

MAKING YOUR JOB YOUR BUSINESS

6 Hours

The purpose of this workshop is to introduce new strategies for enduring and flourishing in the work place.

MANAGEMENT EFFECTIVENESS

Management Level I

16 Hours

This 2-day course analyzes known effective techniques for managing subordinates through recognition and appreciation of the diversity in personalities and skills.

MANAGEMENT LEVEL UPDATE FOR SUPERVISORS

4 Hours

This class is to refresh information previously received in Management Level Training in the subjects of Structured Interviewing, Fair Labor Standards Act, Administering Discipline and Performance Evaluation

Prerequisite: Completion of Management Level I

MANAGING A MULTIGENERATIONAL WORKFORCE (V.S.)

8 Hours

Anyone who manages or supervises employees needs to take this training session. The Arkansas Department of Correction currently has four distinct age groups among our employees. With differing backgrounds, life experiences, goals and values, it is a challenge to successfully blend these groups into a blended workforce. This training session will point out the strengths, and weakness of each group and how to supervise them all.

OFFICER SURVIVAL

4 Hours

This training encounter is an introduction and study designed to introduce security staff to the hazards of potential assaults by inmates; common mistakes encountered; physical and psychological effects of a survival confrontation; and applications for surviving such an encounter.

Prerequisite: Security officers only.

OUTSTANDING SUPERVISION FOR SERGEANTS

24 Hours

The Outstanding Supervision for Sergeants course was developed to assist the new Correctional Sergeant develop leadership and communication skills. The course focus is on supervision, with specific modules on performance problems, managing the organizational culture, and handling difficult people.

PERFORMANCE EVALUATION

Management Level I

4 Hours

This course is designed to provide key management and personnel representatives a strategy for developing an objective performance measurement system that can be used for performance evaluation.

PERSONAL RESPONSIBILITY

4 Hours

This class is designed to provide the tools to reinforce the idea of personal responsibility in the staff at Arkansas Department of Correction and to help identify personal responsibility and how to use the power of personal responsibility to take control of one's personal and professional life.

Physical Training, Fundamentals of Fitness

4 Hours

The lesson purpose is to provide an understanding of Physical Fitness and its abilities to enhance work, training, and other activities. The components of Physical Fitness and The Importance of Physical Exercise will be discussed. There will be two hours of classroom time and two hours of physical training. (bring P.T. clothes).

POSITIVE MENTAL ATTITUDE

16 Hours

A must for those who desire to excel but lack the necessary motivation and determination. Developing and maintaining a positive mental attitude can assist your communication skills, reduce self-induced stress levels, and lengthen your work career.

PPCT / DEFENSIVE TACTICS

16 Hours

No mere classroom lecture here. Pressure Point Control Tactics is taught with a participation style that gives every student the opportunity to practice and master non-lethal control and defensive tactics.

Prerequisite: Security officers only.

PPCT REFRESHER

8 Hours

This is annually required refresher training for security officers.

Prerequisite: Completion of the 24 Hour PPCT/Defensive Tactics class, or a graduate of the PPCT/Defensive Tactics class during BCOT.

PUBLIC SPEAKING

16 Hours

In every position in every organization, the ability to communicate in public (whether a small or large group) is essential to your career. This class will give you practical applications for public speaking.

Prerequisite: Grade 15 and below

ROADMAP FOR SUCCESS (V.S.)

8 Hours

Success is not a destination, but it is very much a journey. Dr. John Maxwell has allowed us to share his wisdom in what it takes to be successful in our careers as well as our personal life in this challenging class.

SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

36 Hours

Learn to prioritize your life according to the most important things in your life. Spending more time in the areas that matter most to you and being effective.

Prerequisite: Sergeants / Grade 19 and above

SEVENTEEN LAWS OF TEAMWORK

8 Hours

Teamwork is the cornerstone of an effective unit, office, shift, or team. This class introduces you to the 17 Laws of Teamwork as shared by Dr. John Maxwell.

SEXUAL HARASSMENT / SEXUAL MISCONDUCT

Management Level I

5 Hours

The objective for this Management Level I class is to instruct the recognition, prevention, and resolution of sexual harassment. Class begins at 8:00 a. m. and concludes at 1:00 p.m.

SLIPS, TRIPS AND FALLS

4 Hours

Slips, Trips and Falls is the number one accident with the Arkansas Department of Correction. Nationally STF is the second leading cause of workplace fatalities. This training is designed to make employees and staff members more aware of the slipping and tripping hazards in the workplace. This training also will assist in designing the workplace and work processes to reduce the number of Slips, Trips and Falls in the workplace.

SPONTANEOUS KNIFE DEFENSE (SKD)

8 Hours

This class will teach the basic defensive methods against the most commonly used weapon in corrections. Hands on, participatory, physical class.

Prerequisite: Direct inmate supervision. Recommended annual class for Food Production staff.

STRESS MANAGEMENT (V.S.)

4 Hours

A second approach to the needed subject of managing our stress levels in a correctional environment.

STRUCTURED INTERVIEWING

Management Level II

4 Hours

A preplanned method of Interviewing using job specific, behaviorally based questions designed to predict job performance.

Prerequisite: Completion of Management Level I.

TASER TRAINING

8 Hours

Participants will be taught the practical and legal uses of the Taser X-26 electronic device.

Prerequisite: Participants must be under an assignment that requires the carrying of a Taser device.

TELEPHONE ETIQUETTE

3 Hours

This three hour course will introduce employees to the main business ideas and the importance of proper telephone procedures and customer service.

THE ART OF ACTIVE LISTENING

4 Hours

This class is designed to make employees aware of the importance, in the communication process, of active listening and to provide the tools and techniques in developing active listening skills on a personal level.

THE HUMAN ELEMENT (T.H.E.)

Management Level II

14 Hours

The Human Element combines behavior-interaction in the workplace with the application of sound management practices in the areas of EEO, discipline and basic personnel management. It is designed to help management and supervisory personnel minimize the potential problems.

Prerequisite: Completion of Management Level I.

THE SEVEN C'S OF LEADERSHIP (V.S.)

4 Hours

What does every leader need to know? This training session is geared to assist you in learning and practicing 7 simple steps toward more successful leadership.

TRAINING DESIGN AND DEVELOPMENT

40 Hours

The training program gives participants the knowledge and skills to design a formal lesson plan for effective delivery of a training topic. It stresses problem analysis before designing training, developing performance objective that target outcomes beyond the learning environment, applying instructional strategies that accommodate various learning styles, and increases trainee involvement in learning.

Prerequisite: Train the Trainer, or equivalent.

TRAIN THE TRAINER

40 Hours

This training is designed for people who are called upon to develop and conduct training. This class will suggest delivery alternatives that can enhance the learning experience. This class is detailed with intensive trainee involvement. Projects will be assigned.

Prerequisite: Participant **MUST** be involved in the training field. Participant must have Supervisor, Unit Trainer and Training Academy Director approval.

TRANSITION TO SUPERVISOR

16 hours

How do you go from being one of the fellow employees to being their supervisor? Without the right instruction, it is a recipe for difficulty. This hands on and personalize training session will give you physical and practical tools to use during that transition period.

Prerequisite: For new supervisors only – preferably within 6 months of new assignment.

TRANSPORTATION OFFICER TRAINING

8 Hours

The fundamentals and practical demonstration of the transportation and restraint of inmates is the basis for this training.

Prerequisite: Security only.

UNIT MANAGEMENT (V.S.)

4 Hours

This class is designed to teach the inner workings and connections between the various departments within any specific unit of the Arkansas Department of Correction. Excellent material for the new or fairly new ADC employee.

TWENTY-ONE IRREFUTABLE LAWS OF LEADERSHIP (V.S.)

8 Hours

Based on the proven concepts of leadership instructor John Maxwell, this class gives an overview of the leadership truths that every supervisor needs to know and practice.

VEHICLE SEARCHES & CHECK-POINT PROCEDURES

8 Hours

This class is designed for ADC Correctional Police Officers to demonstrate the proper procedure for vehicle searches. ADC Correctional Police Officers have the ability of being able to stop, question, and search each and every vehicle entering, on, or exiting ADC Property.

Prerequisite: Security only, Correctional Police Officers only.

Management Level Training

1. Management Level I

Training for Security (Sergeant) or Non-Security (Grades C110-C114) shall consist of the following classes:

- a. Administering Discipline
- b. Fair Labor Standards Act
- c. Grievance Prevention and Handling
- d. Management Effectiveness
- e. Performance Evaluation Training
- f. Sexual Harassment/Sexual Misconduct
- g. Interpersonal Communication
- h. Cardio-Pulmonary Resuscitation

2. Management Level II

Training for Security (Lieutenant) or Non-Security (Grades C115-C117) shall consist of the required classes for Management Level II, are all the required classes for Management Level I **FIRST**, plus the following:

- a. Emergency Preparedness
- b. Cultural Awareness
- c. Structured Interviewing
- d. Introduction to Management
- e. The Human Element (T.H.E.)
- f. T.H.E. Update or

3. Management Level III

Training for Security (Captain / Major) or Non-Security (Grade C118-C120). The required classes for Management Level III are all the required classes for Management Levels I and II **FIRST**, plus the following:

- a. Command Officer School, or

4. Management Level IV

Training for positions grade C121 and higher (including unclassified position). The required classes for Management Level IV are all the required classes for Management Level I, II and III **FIRST**, plus the following:

- a. Executive Training