

ADMINISTRATION AND MANAGEMENT OF TRAINING

"I have been very impressed with this course. I would recommend this to others involved in management of an academy."

"A lot of good information for the training coordinator as well as an instructor. The instructors for the class were all very knowledgeable."

—2007 participants

Course Overview: Significant and ongoing change in society and the workplace dictate the need for special talents and abilities on the part of those administering training at every level of law enforcement. Recent events and litigation have demonstrated, once again, that training responsibility reaches well beyond the walls of the classroom or academy. This intensive, four and one-half day program will identify and enhance the skills necessary to succeed in this rapidly changing and challenging environment.

Topics:

- Managing Training Personnel
- Identifying Department Needs
- Ethics in Training
- State Certifying Agency Issues and Regulations
- Using Microsoft Excel and Access for Law Enforcement
- Budgeting: The Cost of Making Your Case
- Employee Relations
- Personnel and Training Liability Issues
- Teaching to the Nexus: Understanding Teaching and Learning Styles
- Generations in the Workplace

Who Should Attend? This course is designed for those charged with oversight of the training function in law enforcement organizations.

Faculty:

Daniel P. Carlson
Director, Institute for Law Enforcement Administration

Cheryl L. Dunlop
Director of Administrative Services
City of Rockwall, Rockwall, TX

Daniel T. Primozic, Ph.D.
Associate Director, Institute for Law Enforcement Administration

Lawrence J. Redlinger, Ph.D.
Executive Director of Strategic Planning and Analysis
The University of Texas at Dallas, Richardson, TX

Patricia Scheckel-Hollingsworth
Training Coordinator, North Central Texas Council of Governments
Regional Police Academy, Arlington, TX

Catrina Shead
Lieutenant, Dallas Police Department
Dallas, TX

Faculty (continued): **Gregory Smith**
Associate Director, Institute for Law Enforcement Administration

Mark Stallo, Ph.D.
Sergeant
Dallas Police Department, Dallas, TX

Joe C. Tooley
Attorney at Law, Rockwall, TX

Date and Location: October 12-16, 2009
ILEA headquarters (The Center for American and International Law), 5201 Democracy Drive,
Plano (Dallas metroplex), Texas 75024

Hours: 8:30am to 4:30pm Monday-Thursday; 8:30am to 12:00noon Friday

Tuition: \$545 ILEA Member
\$645 ILEA Non-member

Cancellation Policy: Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail: cburkel@cailaw.org). No refunds after this date, although substitutions of attendees for this program are permitted.

Hotel: See ILEA website at www.theILEA.org for hotel information.

TCLEOSE Credit: Law enforcement personnel attending this course are eligible for thirty-two (32) hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.