

2016 Training Academy In-Service Catalog



**Department of
Youth Services**

John R. Kasich, Governor
Harvey J. Reed, Director
Ursel McElroy Drake, Training Director



Academy Director Letter

Dear Colleagues,

Training and staff development affect the quality of services provided in the field of corrections. Both are central to job performance and employee retention. In addition, litigation involving the performance of correctional staff often results in the scrutiny of the training provided to them. Hence, it is critical that our staff and our juvenile justice partners have access to a training academy that is innovative and responsive to the evolving needs of the juvenile corrections profession.

The Ohio Department of Youth Services Training Academy continually strives to become a leader in direct and interactive instruction. We are committed to providing training opportunities that are progressive and aligned with best practices. Our courses are developed by a diverse group of subject matter experts and our practices have earned accreditation from the American Correctional Association.

Please register for a course hosted at our Academy or contact us to learn more about regional training opportunities. We look forward to learning with you!

Sincerely,

Ursel McElroy Drake

Ursel McElroy Drake

Training Academy Director





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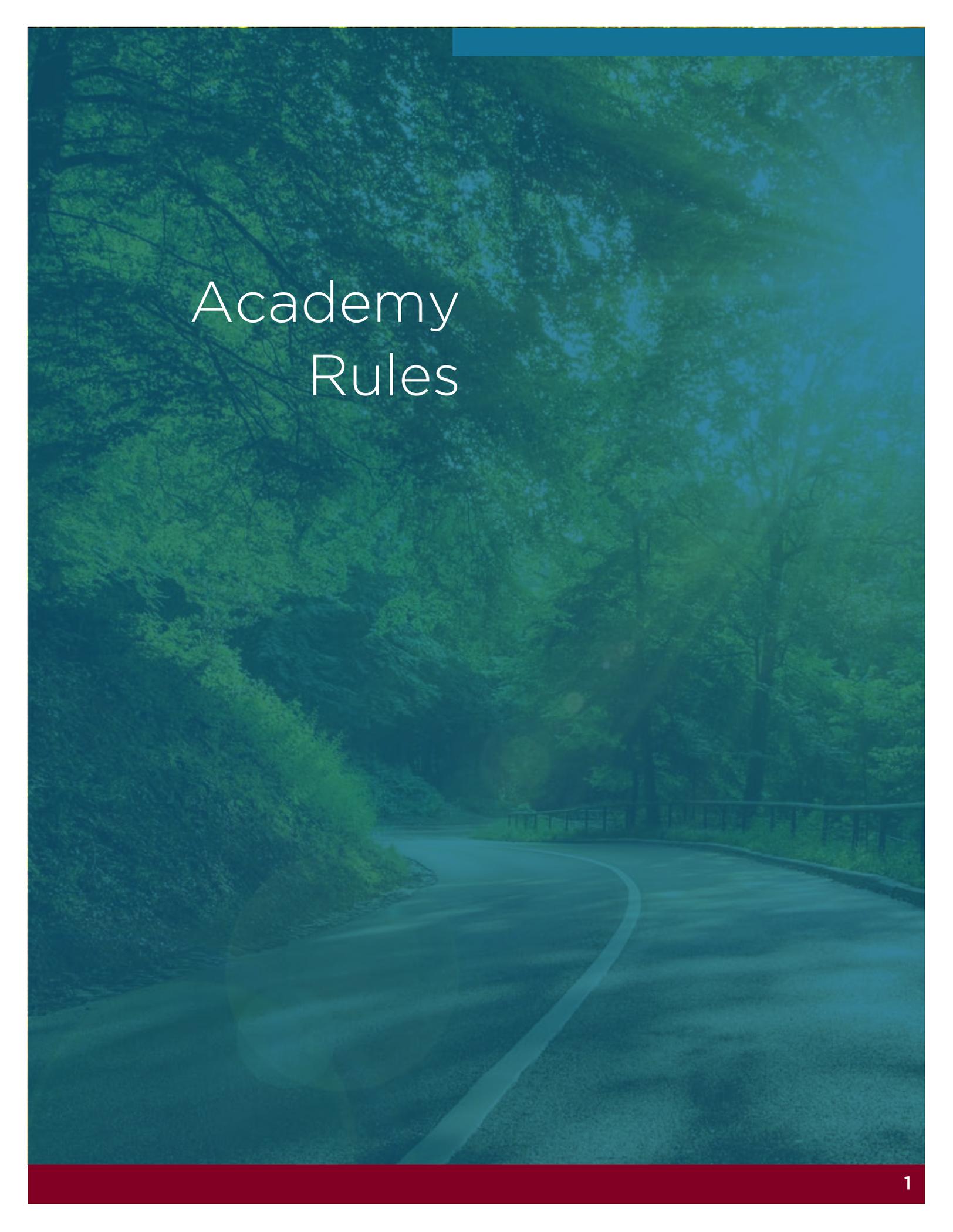




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Academy Rules

Academy Rules

Any person who uses the Ohio Department of Youth Services Training Academy or participates in any of its activities shall conduct themselves in a professional manner that reflects the values of the department. Failure to adhere to Academy rules, may prohibit future usage of the facilities.

Students shall:

- Park in student spaces only.
- Wear a state identification or Academy issued visitor badge while on campus.
- Dress in business casual attire, unless participating in physical skills classes.
- Secure personal property in the dormitory or trunk of a locked vehicle.
- Report the loss of keys or personal property immediately to Academy staff.
- Silence electronic devices while in class. Cellular phones may be used during breaks.

Students shall not:

- Bring weapons on State property.
- Possess tobacco of any type on campus.
- Possess illegal or intoxicating substances or be under the influence of such substances.
- Interact with inmates while on campus.
- Photograph any features of the neighboring institutions, firing range, or any building on the campus.
- Engage in dangerous, disruptive, immoral, obscene, or violent behavior.

Please note that all personal property and dorm rooms are subject to search at any time.



Course Enrollment

Employee Eligibility

If interested in attending training offered by the Academy:

1. The prospective student shall ensure that he or she meets the listed course prerequisites.
2. The prospective student shall submit a training application to the site's training officer.
3. The training officer shall screen the application and determine if a selection is required (e.g., number of applications exceeds available training slots).
 - 4a. If a selection is required:
 - The training officer shall forward the application to the site's Training Advisory Council (TAC) for review.
 - The TAC shall review and rank order the applications.
 - The training officer shall forward the TAC selections to the site manager for final approval.
 - The training officer shall facilitate student registration in ELM once approval is granted (*See ELM Course Enrollment*).
 - The supervisor shall be notified of acceptance.
 - 4b. If no selection is required:
 - The training officer shall seek site manager approval.
 - The training officer shall facilitate student registration in ELM once approval is granted (*See ELM Course Enrollment*).
 - The supervisor shall be notified of acceptance.
5. The prospective student shall complete an OAKS request for travel reimbursement, if eligible according to the Office of Budget & Management Travel Rule.

Course Registration

Employee Registration

State Employees Registering for a Course:

1. Log into www.myohio.gov using your State of Ohio OAKS identification.
2. Select “Career Resources” at the top of the page.
3. Select “All Learning (ELM)”.
4. Select “Browse ELM Catalog” (located in “My Learning Tasks”).
5. Select a category and follow the links to explore course offerings. To find DYS course offerings, select “Agency Specific” and then “DYS”.
6. Select “Next” to see additional course offerings.
7. Ensure the course prerequisites are met.
8. Select “Enroll” for your desired course.

Managers Approving Attendance:

1. Log into www.myohio.gov using your State of Ohio OAKS identification.
2. Select “Career Resources” at the top of the page.
3. Select “Training Approvals Pending”.
4. Select the employee’s name and “Approve” or “Deny”.

Community Partner Registration

Community Partners Registering for a Course:

1. Ensure the course prerequisites are met.
2. Obtain approval from your site manager to attend.
3. Complete the ODYS Academy Registration and Lodging Form.
4. Submit the registration form via e-mail or fax by the deadline to: Training.Academy@dys.ohio.gov or (614) 877-4603.

Please note: travel, meals and lodging are the responsibility of the student. For questions, please contact the Training Academy Registrar at (614) 877-7100.



ODYS ACADEMY REGISTRATION AND LODGING FORM

Multiple occupancy rooms are available on the Corrections Training Academy (CTA) campus. Bed linens are provided, while guests must provide towels, wash cloths, and toiletries. Check-in managed by the CTA Sergeant in the Administration Building at the following times:

- Sunday: 5 PM – 8 PM
- Monday thru Thursday: 7:20 AM – 7:50 AM
- Monday: 8 PM – 9:30 PM

Name:	
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	<i>Last</i> <i>First</i>
Title:	Work Site:
Non-DYS Employee Responsible Party for Billing/Payment (Name/Number):	
(Lodging is available at a rate of \$15.00 per night. Your agency will be invoiced upon completion of course.)	
Work Number:	Fax Number:
Email:	
Address:	
Phone number where you can be reached for emergencies:	
Course Information	
Course Title:	Course Date(s):
<input type="checkbox"/> I am eligible for overnight accommodations and will need lodging.	Number of overnights _____
Applicant Emergency Contact Information:	
Name:	Phone Number:
Overnight accommodations will be on grounds of the Training Academy in Orient, OH unless notified prior to the training.	

Directions to Academy

11781 State Route 762, P.O. Box 450

Orient, Ohio 43146

Phone: 614-877-7100

Fax: 614-877-4603

Monday through Friday

8 AM – 5 PM

From Interstate 71, exit at US 62 – Harrisburg. Turn left onto Harrisburg Pike (US Route 62).

Go 0.2 miles to Stahl Road. Take a slight left. Stay on Stahl Road, through Orient (1.3 miles).

At the first stop sign (High Street), turn left. At the next stop sign, turn left (SR 762). Take an immediate right onto the prison grounds (there is a low brick wall marking the opening).

Continue to the end of that road to the stop sign. Turn left and follow the road up the hill. At the next stop sign, turn right. At the first parking lot entrance, turn left. The first building has CTA on the outside in large letters. The next building is the DYS Training Academy. It has DYS on the outside in large letters. The main entrance is off the courtyard (to the right if facing the building from the parking lot).





Leadership Development Courses

Planned Intervention for Supervisors

Course Description

Learn how you can effectively manage all aspects of a planned intervention. As a supervisor, it is critical that you understand your role before, during, and after an intervention. During this course, you will review applicable policies, analyze departmental videos, and participate in case scenarios. This is a required course for any new Operations Manager, Operations Administrator, Unit Manager, Unit Manager Administrator or individuals in these positions who have not previously attended. **8 hours**

Recommended to be taken in conjunction with Verbal Strategies.

Course Objective

The student will understand the elements of a planned intervention.

Target Audience

Operations Managers, Operations Administrators, Unit Managers, Unit Manager Administrators

Prerequisites

There are no prerequisites for this course.

Date & Time

June 23, 2016; December 8, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

William Stout
Program Administrator

Lead Ohio: Foundations of Supervision

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. The program consists of eight training sessions designed to provide a consistent training experience for existing and new supervisors to the State of Ohio. **40 hours**

Course Objective

The student will gain the foundational skills expected for all supervisors within the State of Ohio.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Introduction to DISC Behavioral Assessment

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session offering the behavioral assessment known as DISC. This assessment is used to help supervisors understand themselves and their direct reports by recognizing the characteristics associated with four behavior styles: Dominance, Influence, Steadiness, and Compliance. **4 hours**

Course Objective

The student will know aspects of the DISC assessment.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Labor Relations

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A full-day session covering pertinent topics regarding union contracts and the roles and responsibilities of management and labor in various scenarios. **8 hours**

Course Objective

The student will understand the impact of union contracts on the workforce.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Communicating for Results

Course Objective

The student will be able to effectively communicate with their staff.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A full-day session that combines effective communications techniques with presentation skills. **8 hours**

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Goal Setting

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session focusing on writing effective goals that are Specific, Measurable, Attainable, Realistic and Timely (SMART). **4 hours**

Course Objective

The student will be able to write SMART goals.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Coaching for Desired Results

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session that is part of a three-course approach to performance management. Included are coaching pitfalls and conflict management.

4 hours

Course Objective

The student will know factors of effective coaching.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Evaluating Your Employees

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session covering the way to conduct meaningful performance evaluations, using samples of effective (and not so effective) reviews as reference points. **4 hours**

Course Objective

The student will be able to evaluate employee performance.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Appreciating Our Differences

Course Objective

The student will understand diversity in the workplace.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session covering the ways that valuing employee diversity makes for a richer, more rewarding work experience. **4 hours**

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Leadership Skills for Supervisors

Course Description

Lead Ohio is the Governor's initiative to develop successful leaders at every level of state government by standardizing supervisor expectations enterprise wide, providing opportunities for networking, personal growth, skill-building, experiential learning as well as feedback and guidance from multiple sources. A half-day session exploring the pitfalls supervisors need to avoid and keys to ongoing supervisor success. An overview of budgeting is included. **4 hours**

Course Objective

The student will know how to be successful as a supervisor.

Target Audience

All new supervisors are required to register within 90 days of hire or promotion. Existing supervisors are encouraged, but not required to attend.

Prerequisites

There are no prerequisites for this course.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

Lead Ohio: Inspirational Leaders

Course Description

The goal of the program is to develop the diverse talent, experience, and perspectives needed for the future while improving behaviors and increasing productivity. Managers will learn new skills along with the leadership behaviors that support them. Consistent application of these skills and behaviors enable a confident approach that others will follow. The following three (3) expectations will be reinforced throughout the curriculum:

- Be strategic
- Grow Your People
- Be Accountable

Course Objective

The student will gain strategies to enhance business results and improve leadership skills.

Target Audience

State of Ohio supervisors.

Prerequisites

Two or more direct reports and two or more years of state experience supervising and leading others.

Date & Time

[LEAD Ohio Class Schedule](#)

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Edward E. Myles

Professional Development Administrator

A photograph of two men practicing CPR on a mannequin. The man on the left is wearing a blue t-shirt and jeans, and the man on the right is wearing a white lab coat and glasses. They are both looking down at the mannequin, which is lying on a blue surface. The image has a blue tint and a red bar at the top right.

Instructor Development Courses

CPR/AED/ Basic First Aid Instructor Training

Course Description

Join the pool of highly qualified individuals certified as CPR/AED/Basic First Aid Instructors. You will acquire the skills to teach the basic techniques for responding to workplace injury and sudden illness. Once certified, you are eligible to train direct care staff and other personnel on CPR/AED/Basic First Aid. Certification is in accordance with the recommendations of the American Safety and Health Institute (ASHI). **16 hours**

Recommended to be taken in conjunction with Emergency Response Instructor Training.

Course Objective

The student will be able to teach the basic skills of CPR/AED/Basic First Aid.

Target Audience

Those interested in becoming a CPR/AED/Basic First Aid Instructor.

Prerequisites

Proof of valid certification in CPR, AED, and Basic First Aid.

Date & Time

July 11 – 12, 2016; November 14 – 15, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Arthur James
Program Administrator

CPR/AED/ Basic First Aid Instructor Recertification

Course Objective

The student will be able to teach the basic skills of CPR/AED/Basic First Aid.

Target Audience

CPR/AED/Basic First Aid Instructors requiring recertification.

Prerequisites

CPR/AED/Basic First Aid Instructor Training.

Date & Time

To Be Announced
8 AM – 4:30 PM

Course Description

As a certified instructor, it is important that you stay current on the latest updates put forward by the American Safety and Health Institute (ASHI) on CPR, AED, and Basic First Aid. Annual recertification is required and is in accordance with the recommendations of ASHI. You will review policy updates and sharpen your instructional skills. **16 hours**

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Arthur James
Program Administrator

Emergency Response Instructor Training

Course Description

Build the skills necessary to teach direct care staff and other personnel how to recognize and respond to an emergency situation. You will master effective communication and proper assessment of a scene when every second counts. Topics include: (1) ligatures; (2) lacerations; (3) closed head injuries; and (4) person down unresponsive and breathing or not breathing. Gain a deeper understanding of the signs associated with mental illness, substance abuse, and risk factors associated with suicide. **24 hours**

Recommended to be taken in conjunction with CPR/ AED/ Basic First Aid.

Course Objective

The student will be able to teach staff how to respond during an emergency within a correctional setting.

Target Audience

Current CPR/AED/Basic First Aid certified instructors.

Prerequisites

Proof of valid certification in CPR/AED/Basic First Aid.

Date & Time

July 13 – 15, 2016; November 16 – 18, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Arthur James
Program Administrator

Managing Youth Resistance Instructor Training

Course Description

Are you interested in training others in the principles of Use of Force? Become proficient in teaching defensive tactics that minimize the risk of injury to the employee and the youth. Managing Youth Resistance (MYR) topics include: prevention, alternatives, rules of engagement, approved physical responses, medical responses, mechanical restraints, planned use of force, excessive force, prohibited usage, and reporting. **160 hours**

Course Objective

The student will be able to teach MYR techniques and related policies.

Target Audience

Those interested in becoming an MYR Instructor.

Prerequisites

Successful completion of MYR Team Approach and Personal Safety training within the last 12 months.

Date & Time

August 8 – 12, 2016, August 22 – 26, 2016,
September 5 – 9, 2016, and
September 19 – 23, 2016 (4 weeks total)
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

William Stout
Program Administrator

Managing Youth Resistance Instructor Recertification

Course Objective

The student will be able to teach MYR techniques and related policies.

Target Audience

Current MYR instructors.

Prerequisites

Completion of MYR Instructor Training.

Date & Time

December 12 – 16, 2016

8 AM – 4:30 PM

Course Description

Annual recertification is for Managing Youth Resistance (MYR) instructors who train the principles and defensive tactics of Use of Force. You will receive updates on policies and techniques, useful in reviewing and evaluating incidents. Adult learning principles, problem based scenarios, role-play, lecture and demonstration methods will be used throughout the course to enhance your instructional skills. **40 hours**

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

William Stout

Program Administrator

On-The-Job Training Instructor Course

Course Description

Preparing new employees to independently assume duties of their position is a critical aspect of the onboarding process. The On-the-Job Training (OJT) experience can affect retention, job satisfaction, competence and performance. You will become skilled at providing hands on experience and mentorship under structured conditions. Learn how to assess demonstrated proficiency and identify problems or skill deficiencies in the areas outlined in the OJT manual. **24 hours**

Course Objective

The student will be able to evaluate new employees in the practical application of their job duties.

Target Audience

Those interested in becoming an OJT Instructor

Prerequisites

There are no prerequisites for this course.

Date & Time

August 3 – 5, 2016

November 2 – 4, 2016

8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Arthur James

Program Administrator

Verbal Strategies Instructor Training

Course Description

Verbal Strategies is the cornerstone of effectively working with youth. Your ability to communicate well can be the difference between defusing or escalating a situation to force. Individuals selected to instruct in this critical area, will receive training in the delivery of the three-day basic program by focusing on the facilitation of experiential learning opportunities built into this interactive training. **8 hours**

Recommended to be taken in conjunction with Planned Intervention.

Course Objective

The student will be able to instruct Verbal Strategies.

Target Audience

Those interested in becoming a Verbal Strategies Instructor.

Prerequisites

There are no prerequisites for this course.

Date & Time

June 22, 2016; December 7, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

William Stout
Program Administrator

Computer Development Courses

Management By Measurement Training

Course Description

The Ohio Department of Youth Services uses various datasets to identify trends, red flags, areas of concerns, and successes. This information helps staff ask the right questions to make measurable impact within the operations of their facility/site. You will learn how to view and sort data to fit your specific needs by using the Pivot tool in Microsoft Excel. This course provides an overview of all the currently available datasets and the importance of data integrity. **8 hours**

Course Objective

The student will know how to use data to measure outcomes.

Target Audience

Those interested in accessing information to make data-based management decisions.

Prerequisites

There are no prerequisites for this course.

Date & Time

Scheduled upon request.

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks
Training Program Manager

Microsoft 2016 Series Excel

Course Description

You do not have to be good at math or proficient in programming to make Microsoft Excel work for you. Excel 2016 for Windows has all the functionality and features you're used to with added enhancements. Some of the top new and improved features for Excel 2016 include: six new chart types, improved query capabilities, advanced forecasting, and 3-D maps. Come explore the various features available within the latest software. **6 hours**

Course Objective

The student will know how to use Microsoft Excel 2016.

Target Audience

Those interested in learning Microsoft Excel 2016.

Prerequisites

There are no prerequisites for this course.

Date & Time

October 19, 2016
9 AM – 4 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Stephanie Garrett
Fiscal and Computer Training Manager

Microsoft 2016 Series PowerPoint

Course Description

PowerPoint 2016 for Windows has all the functionality and features you're used to with added enhancements. With easy-to-use interactive functions, PowerPoint 2016 transforms bulleted text, trite clip art and charts into dynamic slide presentations. Some of the latest updates include real-time co-authoring, designer features, and new transitions. You will be amazed at how easy it will be to familiarize yourself with this program. **6 hours**

Course Objective

The student will be able to prepare a PowerPoint presentation.

Target Audience

Those interested in learning Microsoft PowerPoint.

Prerequisites

There are no prerequisites for this course.

Date & Time

November 9, 2016
9 AM – 4 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Stephanie Garrett
Fiscal and Computer Training Manager

A person wearing a white lab coat and a dark cap is standing at a workstation, looking at a computer monitor. The person's hands are on the keyboard. The background shows a laboratory or office environment with various pieces of equipment and a window. The entire image is overlaid with a semi-transparent blue filter.

Professional Development Courses

Administrative Investigation Training

Course Description

Gain a better understanding of Administrative Investigations, and the procedures used when conducting them. You will cover all aspects of the investigation process: policies, planning, interviewing, report writing, evidence gathering, preservation of the crime scene and file management. Participants will also learn the results of a poor investigation and what happens at the conclusion of the process. **8 hours**

Course Objective

The student will be able to conduct an administrative investigation.

Target Audience

Those who perform administrative investigations.

Prerequisites

There are no prerequisites for this course.

Date & Time

April 20, 2016; April 26, 2016
9 AM – 5 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Jim Ferrell
Professional Development Administrator

Auditor Training

Course Description

So, you want to learn more about the auditing process? Then this interactive training session is for you! Learn how to identify a level of performance that is aligned with good correctional practice according to agency policies, national and state standards, and other applicable measures. The Ohio Department of Youth Services utilizes a variety of strategies to accomplish this, which include the Ohio Standards Audits, Internal Management Audits, and Mock American Correctional Association Audits. **8 hours**

Course Objective

The student will be able to fulfill the requirements of internal monitoring and reporting.

Target Audience

Those interested in the auditing process.

Prerequisites

There are no prerequisites for this course.

Date & Time

To Be Announced

8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Jim Ferrell

Professional Development Administrator

Critical Incident Stress Management Group Intervention Techniques

Course Description

Working in corrections can be both rewarding and challenging, however sometimes the work can be traumatizing. CISM Training will teach group debriefing, defusing, and crisis management briefing techniques to enable you to support coworkers during a critical incident. Upon successful completion of the course, you will receive certification through the International Critical Incident Stress Foundation (ICISF) to prepare you for hostage situations, riots, employee death and serious physical injury of on-duty staff.

8 hours

Course Objective

The student will know how to respond during a critical incident.

Target Audience

Those interested in becoming a CISM team member.

Prerequisites

Completion of Peer Assistance Training is recommended.

Date & Time

December 12 – 13, 2016
9 AM – 5 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks
Training Program Manager

John Glenn College of Public Affairs— MAPS

Course Description

The John Glenn College of Public Affairs has a more than 45-year history of delivering outstanding training programs to meet the unique needs of public sector and nonprofit professionals at all career levels. Whether you are a top executive looking to explore new ways to ensure your organization's success or are support staff transitioning into a supervisory role, Management Advancement for Public Service (MAPS) training seminars help you navigate the challenge. **hours vary**

Course Objectives

As indicated in the MAPS course listings.

Target Audience

All DYS employees.

Prerequisites

As indicated in the MAPS course listings.

Date & Time

September 2016 – May 2017

Registration

Registration will be processed through the Training Academy and will be subject to space availability.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks
Training Program Manager

Non-Fatal Strangulation

Course Description

Strangulation is an act of violence frequently used to control and overpower a victim. A particularly lethal form of interpersonal violence, it is critical that you recognize the signs, symptoms, and physiological effects of strangulation. By focusing on the team approach to addressing strangulation, correctional staff will be equipped to provide an appropriate medical evaluation and documentation.

8 hours

Course Objectives

The student will be able to identify the signs of a non-fatal strangulation.

Target Audience

This course is designed for all DYS employees.

Target Audience

This course is designed for all DYS employees.

Prerequisites

There are no prerequisites for this course.

Date & Time

March 11, 2016

8:30 AM – 5:00 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks

Training Program Manager

Peer Assistance Training

Course Description

Are you the person co-workers come to for advice? Then why not join the Peer Assistance Team (PAT)? PAT members are there to help staff remain productive at work and home by providing informal support to those who may have experienced a traumatic event or just need assistance with stressful issues. Learn how to provide support through referrals to state and community resources to reduce long term problems. **8 hours**

Course Objective

The student will know how to provide PAT support.

Target Audience

Those interested in becoming a PAT member.

Prerequisites

There are no prerequisites for this course.

Date & Time

March 8 – 10, 2016

8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Candace Stewart

Professional Development Administrator

Six Sigma Yellow Belt Training

Course Description

Yellow Belt training provides an overview and general understanding of the Lean Six Sigma tools and process improvement methodologies. You will gain a basic understanding of the Six Sigma principles and tools for process improvement through hands-on activities. Yellow Belts can be entry level employees that seek to improve, or more senior members who act as subject matter experts on a Six Sigma project. **12 hours**

Course Objective

The student will understand the Lean Six Sigma methodologies.

Target Audience

Those interested in process improvement.

Prerequisites

There are no prerequisites for this course.

Date & Time

August 30 – 31, 2016; October 12 – 13, 2016
8 AM – 3 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks
Training Program Manager

State of Ohio Employee Training and Professional Development

Course Objective

As indicated in the DAS course listings.

Target Audience

All state of Ohio employees.

Prerequisites

As indicated in the DAS course listings.

Date & Time

www.das.ohio.gov/Divisions/humanresources/learningandprofessionaldevelopment

Course Description

State of Ohio training programs are designed to enhance a variety of employee skills at all levels of experience and meet different learning styles. Professional development opportunities and courses for bargaining unit and exempt employees range from classroom training to on-demand, online courses. There is no cost for state employees to participate in these trainings offered by the Ohio Department of Administrative Services (DAS).

hours vary

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Jim Ferrell
Program Administrator

Trauma Informed Care

Course Description

Youth within the juvenile justice system are likely to have experienced chronic exposure to interpersonal trauma, domestic, and community violence. Many have survived traumatic experiences that profoundly shape how they think, behave, and respond. You will understand how to recognize potentially trauma-related behaviors and respond in ways that reduce stress, reduce frustration, and increase job satisfaction. **8 hours**

Course Objective

The student will understand the impact of trauma on the development and behavior of youth in the juvenile justice system.

Target Audience

Direct care professionals who serve youth in residential and correctional settings.

Prerequisites

There are no prerequisites for this course.

Date & Time

August 18, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Candace Stewart
Professional Development Administrator

True Colors® Personal Success Seminar

Course Description

Each of us has our own style, preferences, and ways of working. So how can we all work and live together? The True Colors® Personal Success Seminar will help you explore your distinctive personality strengths and stressors. Discover the different ways people function and better understand relationship building, effective communication, and team effort. **8 hours**

Course Objective

The student will identify their personality strengths and stressors.

Target Audience

Those interested in learning how to build stronger work relationships.

Prerequisites

There are no prerequisites for this course.

Date & Time

November 9, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Candace Stewart
Professional Development Administrator

Victim Awareness Facilitator Training

Course Description

Victim Awareness is a restorative justice program that requires youth to address their criminal behavior. It also allows victims the opportunity to be engaged in the juvenile justice process. New facilitators will learn how to deliver the 12 parts of the program that include: assault, domestic violence, family abuse, hate crimes, homicide, property crimes and sexual assault. You will utilize written exercises and victim impact panels.

32 hours

Course Objective

The student will be able to facilitate the Victim Awareness Program.

Target Audience

Those interested in victim awareness.

Prerequisites

There are no prerequisites for this course.

Date & Time

June 27 – 30, 2016
8 AM – 4:30 PM

Registration

Register within the Enterprise Learning Management System (ELM) at www.ohio.gov no less than two weeks prior to the course start date.

Contact your site Training Officer or the ELM Administrator for assistance.

Overnight Arrangements

Lodging may be available as specified in the Office of Budget & Management Travel Rule.

Coordinator

Robyn Ricks
Training Program Manager

Required Trainings



Central Office

The following 40-hour block of training will be required for staff at central office. Course dates and times are scheduled and posted by the site Training Officer. Hours for independent learning can be obtained through DYS sponsored courses, conferences and outside trainings.*

CORRECTIONAL PROFESSIONALISM	SAFETY AND SECURITY	INTERPERSONAL SKILLS	LEGAL TOPICS	STAFF WELLNESS AND DEVELOPMENT
Strategic Plan 2016 Juvenile Justice Updates	CPR/First Aid/ AED	Building Successful Teams	Writing for Legal Liability	Vicarious Trauma Organizational Stress Self Care
Ethics Work Rules	CPR/First Aid/ AED	Building Successful Teams	Writing for Legal Liability	Vicarious Trauma Organizational Stress Self Care
PREA Duty to Protect	Active Shooter Emergency Evacuation	How to Take the Edge Off of Giving Feedback	Writing for Legal Liability	Independent Learning
Customer Service Taking C.A.R.E. of Ohio	Active Shooter Emergency Evacuation	How to Take the Edge Off of Giving Feedback	Independent Learning	Independent Learning
Customer Service Taking C.A.R.E. of Ohio	Active Shooter Emergency Evacuation	How to Take the Edge Off of Giving Feedback	Independent Learning	Independent Learning

* *The management of communicable and infectious diseases training can be satisfied through PowerDMS.*

Juvenile Correctional Facilities

The following 40-hour block of training will be required for all staff at the facilities. Course dates and times are scheduled and posted by the site Training Officer. Site Specific topics will be included at each facility.*

CORRECTIONAL PROFESSIONALISM	SAFETY AND SECURITY	INTERPERSONAL SKILLS	LEGAL TOPICS	STAFF WELLNESS AND DEVELOPMENT
Strategic Plan 2016 Juvenile Justice Updates	Suicide Prevention	The 7 Habits on the Inside and Out	Use of Force Policy	Vicarious Trauma Organizational Stress Self Care
Ethics Work Rules	Safety and Security	The 7 Habits on the Inside and Out	Use of Force Policy	Vicarious Trauma Organizational Stress Self Care
PREA Duty to Protect	Safety and Security	The 7 Habits on the Inside and Out	Use of Force Tactics	CPR/ First Aid/AED
Mental Health 101	Safety and Security	The 7 Habits on the Inside and Out	Use of Force Tactics	CPR/ First Aid/AED
Mental Health 101	Safety and Security	The 7 Habits on the Inside and Out	Use of Force Tactics	CPR/ First Aid/AED

* Site specific topics may be offered as a substitute for required trainings previously completed in 2016.

** The management of communicable and infectious diseases training can be satisfied through PowerDMS.

Juvenile Parole Regional Offices

The following 40-hour block of training will be required for staff at the parole regional offices. Course dates and times are scheduled and posted by the site Training Officer. Site specific topics will be included at each region.*

CORRECTIONAL PROFESSIONALISM	SAFETY AND SECURITY	INTERPERSONAL SKILLS	LEGAL TOPICS	STAFF WELLNESS AND DEVELOPMENT
Strategic Plan 2016 Juvenile Justice Updates	Office and Field Safety	The 7 Habits on the Inside and Out	Writing for Legal Liability	Desert Waters
Ethics Work Rules	Office and Field Safety	The 7 Habits on the Inside and Out	Writing for Legal Liability	Desert Waters
PREA Duty to Protect	Active Shooter Emergency Evacuation	The 7 Habits on the Inside and Out	Writing for Legal Liability	CPR/ First Aid/AED
Mental Health 101	Active Shooter Emergency Evacuation	The 7 Habits on the Inside and Out	Courtroom Etiquette	CPR/ First Aid/AED
Mental Health 101	Active Shooter Emergency Evacuation	The 7 Habits on the Inside and Out	Courtroom Etiquette	CPR/ First Aid/AED

* Site specific topics may be offered as a substitute for required trainings previously completed in 2016.

** The management of communicable and infectious diseases training can be satisfied through PowerDMS.

Required Trainings

Active Shooter/ Emergency Evacuation

What is an active shooter? What should you do if a shooter enters your site? Active shooter situations are unpredictable and evolve quickly. By using proven techniques from FEMA and Homeland Security, you will be prepared for potential active shooter situations. This course provides guidance to individuals to recognize potential workplace violence indicators, describe actions to take, and manage the consequences of an active shooter incident. **4 hours**

Course Objective

The student will know the strategies for dealing with an active shooter.

Target Audience

All central office and parole staff.

Building Successful Teams

Successful teams know how to effectively take individual talents and put them together to accomplish common goals. Knowing your own work style, as well as that of co-workers, helps the team to be productive. Gain a better understanding of how to maintain efficiency by working together to reduce tension and stress, improve morale, and boost job performance.

3 hours

Course Objective

The student will be able to work with their team.

Target Audience

All central office staff.

Courtroom Etiquette

Etiquette is essential for making a good impression in the courtroom. Proper etiquette in the courtroom means not only using good manners, but being respectful and professional when dealing with the judge, court staff, and counsel – both in and out of the courtroom. Although each court may have its own style, you will know some guidelines that are appropriate in all courts (timeliness, proper attire, addressing the judge). **2.5 hours**

Course Objective

The student will know proper courtroom etiquette.

Target Audience

All parole staff.

Required Trainings

CPR/First Aid/AED

The American Safety & Health Institute (ASHI) develops knowledge in basic CPR and First Aid and gives you the confidence to respond. The ASHI program includes use of an Automated External Defibrillator (AED) to restore normal heart rhythm. You will know how to care for wounds, cuts, drug overdoses, electroshock, strokes, heart attacks and spinal injuries. Completion of this course and passing the exam, will earn you certification from ASHI. **3 hours**

Course Objective

The student will know the basic skills of CPR/First Aid/AED.

Target Audience

All DYS staff.

Customer Service: Taking C.A.R.E. of Ohio

Customer service is a core competency for the State of Ohio. Your customers are both external and internal. DYS employees. You will acquire tips for communicating effectively and making customers feel valued, while learning the repercussions of not providing good customer service. **4 hours**

Course Objective

The student will be able to provide helpful customer service.

Target Audience

All central office staff.

Desert Waters: From Corrections Fatigue to Fulfillment

Desert Waters promotes the occupational, personal and family well-being of corrections staff through support, resources and solutions. Continued exposure to occupational stressors can lead to “corrections fatigue”, which can cause impaired job performance, high sick leave usage, physical illness, mental health issues and suicide. The benefits of this training include increased psychological preparedness; inoculation against traumatic stress; wellness-promoting activities; resilience; and a healthy workplace culture. **3 hours**

Course Objective

The student will understand the dynamics of corrections fatigue.

Target Audience

All parole staff.

Required Trainings

Ethics and Work Rules

Ethical conduct promotes a strong public image and makes the best use of state resources. How do you know what constitutes a conflict of interest? What gifts can you accept? Have the General Work Rules changed? Find out the answers to these and other questions as you explore the Ohio Ethics Law and the General Work Rules. Make sure you know what the expectations are to ensure proper relationships with customers and vendors. **1.5 hours**

Course Objective

The student will understand how the Ohio Ethics Law and General Work Rules apply to them.

Target Audience

All DYS staff.

How to Take the Edge off of Giving Feedback

It's hard for us to feel like we are wrong, and it is even harder to hear that from others. One of the fundamental skills of life is being able to give and receive advice, feedback and even criticism. How can we go about offering constructive criticism in the right spirit to get the best results? It's important to make sure your feedback is a result of a positive motivating factor: commitment/concern for another, sense of responsibility, to guide/mentor, to support.

4 hours

Course Objective

The student will understand the feedback model.

Target Audience

All central office staff.

Mental Health 101

The incidence of mental health disorders is higher in incarcerated youth than in the community. In your role as a juvenile corrections professional, you will receive training on common mental health disorders and know interventions strategies. By examining the prevalent mental health problems in our facilities, you will be better equipped to help the youth while maintaining safety. **2.5 hours**

Course Objective

The student will know aspects of mental health as it relates to incarcerated youth.

Target Audience

All facility and parole staff.

Required Trainings

The 7 Habits on the Inside and Out

The 7 Habits is a process that builds on the foundation of safety for staff. The training focuses on youth responsibility both in and out of the facility, while developing your leadership skills. You will learn how to create a culture of safety and respect, where there are no excuses and no victim mentality. **8 hours**

Course Objective

The student will be able to know The 7 Habits transformation process.

Target Audience

All facility and parole staff.

ODYS Strategic Plan 2016 & Juvenile Justice Updates

Hear firsthand how the Ohio Department of Youth Services is fulfilling its mission to improve Ohio's future by habilitating youth and empowering families and communities. We'll review the 2016 Strategic Plan and discuss related legislation and initiatives impacting the juvenile corrections field nationwide. **7 hours**

Course Objective

The student will know the DYS Strategic Plan.

Target Audience

All DYS staff.

Office and Field Safety

As a Juvenile Parole Officer you often interact with youth and families while inside their homes and usually on their "turf". Parole Officers must continuously assess safety risks and identify red flag issues when operating in the community. There are a number of preventive actions that can assist in creating a safe work environment. A simulated environment exercise will be included in this training. **3 hours**

Course Objective

The student will understand the importance of office and field safety.

Target Audience

All parole staff.

Required Trainings

PREA/Duty to Protect

The Prison Rape Elimination Act (PREA) was created to eliminate sexual abuse in confinement. PREA creates a zero-tolerance culture that includes comprehensive approaches to prevention, detection, and responses to incidents of sexual abuse. You will know how to identify signs of sexual abuse, what your legal liability is, and what the reporting requirements are. **1.5 hours**

Course Objective

The student will know all aspects of the Prison Rape Elimination Act.

Target Audience

All facility and parole staff.

Safety & Security Overview

Compliance with policy and procedures is key to maintaining a safe facility. This overview will cover: entrance procedures, radio protocols, chemical/key/tool control, counts, rounds, supervision, movement and searches. You will also review fire safety and evacuation procedures, transports, and critical incident management. **5.5 hours**

Course Objective

The student will know how to maintain a safe facility.

Target Audience

All facility staff.

Suicide Prevention

Youth who have contact with the juvenile justice system have a higher risk for suicide than youth in the general population. The essential component of suicide prevention is properly trained staff. You will be provided with an overview of the risk factors, signs, and symptoms associated with suicide attempts. Students will follow policy protocols and know required documentation. **1.5 hours**

Course Objective

The student will be able to identify suicide risk factors.

Target Audience

All facility staff.

Required Trainings

Use of Force Policy and Tactics

Gain a thorough understanding of the updates to the Use of Force policy. Topics include: prevention, alternatives, rules of engagement, approved physical responses, medical responses, mechanical restraints, planned use of force, excessive force, prohibited usage, and reporting. A review of the approved tactics is included – dress accordingly. **8 hours**

Course Objective

The student will know the Use of Force policy.

Target Audience

All facility staff.

Writing for Legal Liability

Written documentation is a substitution for your memory. With the passage of time, the memory can fail, leaving important aspects of the event irretrievable. Effective writing will not only stand the test of time, but can reduce legal liability. You will know how to structure your reports, what vicarious liability means, and what some benefits are of a well written report. **4.5 hours.**

Course Objective

The student will be able to write legally defensible documents.

Target Audience

All central office and parole staff.

Vicarious Trauma, Organizational Stress and Self-Care

No one is immune to the effects of trauma. In corrections, staff may experience potentially traumatic events in the workplace. Learn about the effects of vicarious trauma and organizational stress. The importance of self-care will be discussed. **3 hours**

Course Objective

The student will understand the importance of self-care in corrections.

Target Audience

All central office and facility staff.

Pre-Service Schedule



Pre-Service Schedule

January 25 – February 12

March 14 – April 1

May 9 – May 27

July 18 – August 5

September 12 – September 30

October 17 – November 4

2016 Pre-Service Calendar

January						
S	M	T	W	T	F	S
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31						

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July						
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December						
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25	26	27	28	29	30	31

State Holidays 2016							
January 1st	New Year's Day	May 30th	Memorial Day	Oct. 10th	Columbus Day	December 25th	Christmas Day
January 18th	Martin Luther King Day	July 4th	Independence Day	November 11th	Veterans Day	December 26th	Christmas Day Obs.
February 15th	Presidents' Day	Sept. 5th	Labor Day	November 24th	Thanksgiving Day	ACADEMY	SITE

Training Academy Mission

Develop and deliver quality training to meet the evolving needs of staff and community partners.



Department of
Youth Services