DeWolf and Associates

Presenting
COMMUNICATIONS TRAINING OFFICER

CTO PROGRAM: This is a 40 – hour course designed for experienced communications officers to learn the "new job/task" of becoming a Communications Training Officer – CTO. It combines in-service training with objective evaluations to ensure that the standards of a competent communications officer are met. The program will emphasize the CTO's role in teaching, training, coaching and evaluating the trainee. Each student will receive a Communications Training and Evaluation manual for this course.

COURSE OBJECTIVES:
- ⇒ Communications Training Personnel Selection
- ⇒ Utilizing the Standard Evaluation Guidelines
- ⇒ Communications Training Officer Conduct / Responsibilities
- ⇒ How the CTO Creates a Learning Environment
- ⇒ Remedial Training and the Problem Trainee
- ⇒ The Purpose of Documentation
- ⇒ Program Administration
- ⇒ Communications Training Program Operation
- ⇒ Performance Evaluations
- ⇒ Legal Issues for the CTO

INSTRUCTOR: *DeWolf and Associates*: Mr. John Nelson retired in 2020 as a Lieutenant with the Novi Police Department after 32 years of service. He led a platoon of patrol officers and four sergeants. In addition to the responsibilities of platoon lieutenant, Mr. Nelson was responsible for policy development and review, and he served as the Field Training Unit Commander supervising two sergeants and ten Field Training Officers. Mr. Nelson earned his Bachelors of Science degree in 1988 from Eastern Michigan University in Psychology and Criminology. He also earned his Masters degree in Public Administration from E.M.U. in 2008. He is also a graduate of the School of Police Staff and Command at Eastern Michigan University.

DATE: **January 23 – 27, 2023 (Monday - Friday)**
TIME: **8:30 a.m. to 4:30 p.m.**

COST: **$ 845.**
                       SNC #:   DDW 201404C

LOCATION   **Washtenaw Community College-Morris Lawrence Bldg**
                       4800 E Huron River Dr.
                       Ann Arbor, MI 48105

REGISTRATION: **DeWolf & Associates**   ⌨   **www.DeWolfFTO.com**
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