



Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Ellen L. Petty, Director

Instructor Development

April 24-27, 2012 ← Dates changed from Mon-Thurs to Tue-Fri

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

LETAC TRAINING CENTER

3171 GREENHEAD DR, SUITE B, SPRINGFIELD, IL

Instructor: Jan has been a contractor trainer and consultant for the Justice Department since 2000. Jan began training law enforcement officers in 1989, and has trained command staff, supervisors, field trainers, line officers, recruits, and telecommunicators. She has been training at the St. Louis County & Municipal Police Academy for eighteen years, at the St. Louis Metropolitan Police Department for 7 years, and for the Southwestern Illinois Law Enforcement Commission since 2000. Jan wrote and teaches four trainer-the-trainer schools. She has been a conference speaker for U.S. Probation, U.S. Bankruptcy Court, the Department of the Interior, the American Society of Industrial Security, IL Sheriffs Conference, D.A.R.E. America, LETSAC, MO Juvenile Case Workers, Division of Family Services, the University of MO and University of Wisconsin Extension Centers, to name a few.

Students will develop ILETSB required paperwork:

1. Sample source document, using 3 different types of sources
2. A source document for the final teaching project.
3. Three learning objectives (LO) & lesson plan synopsis (LP)
4. Final project LP with 3 main body parts, plus introduction & conclusion.
5. Test questions (5 types) to measure the LP: true/false, multiple choice, matching, short answer, essay question.
6. Student handout to coordinate with the teaching program.
7. Students may bring a laptop to class for working in workshop time.

Students will practice public speaking skills by:

1. Making (2) 2-3 minutes presentations; Day 1-no preparation needed. Second 2-3 minute about topic of interest to you: 1 training aid
2. Team panel presentation: in-class work
3. Present a final teaching project from the LP, integrating (2) visible training aids; one may be a handout.

Students will need (2) topics:

1. For 2-3 minute presentation on topic of choice; doesn't have to be @ LE.
2. LE topic for your final teaching project.

Topics aren't assigned, but instructor will help students find useful topics if needed. Student may use manual material previously taught, but must write a LP for what you teach in class.

Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10

Serving the Counties of Cass • Logan • Mason • Menard • Morgan • Sangamon • Scott



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3. Day 1's personal introduction requires no preparation.
4. The group presentation: groups will pick their topics in class.

Students will need additional out-of-class time to complete assignments. The course has multiple written and in-class assignments.

If possible, students should bring resource materials for their final project source document on day one: books, manuals, periodicals, pamphlets, videos, handouts, printed slides.

If student is a certified trainer Taser, firearms, O.C., defensive tactics, and want to teach that material, please bring appropriate handbook & materials to class. Lesson plan and required materials will be written for a 12-14 minute slice of the pie from one of the manual's lessons.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone with Sandy or Donna (be sure to include all pertinent information). MTU #10 local member department officers will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. If you are registered for a class and find that you will be unable to attend, please contact our office as soon as possible to let us know. We often have a waiting list for classes and another officer may be contacted to fill your newly vacated seat.