



MISSOURI SHERIFFS' ASSOCIATION

Serving Missouri Justice Since 1945

DATE:

January 24,25,26, 29,30, 2024
8:00 a.m. – 5:00 p.m.

LOCATION:

Jasper County Sheriff's Office
231 S. Main
Carthage, Mo 64836

COST:

Contracted Agency: \$250
Non-Contracted Agency: \$500

DEADLINE: *January 17, 2024*

POST CLEE CREDIT:

This training qualifies for 40 hours of Missouri POST Continuing Law Enforcement Education Credit through the Missouri Sheriffs' Association, a POST Licensed provider of continuing education.

REGISTRATION:

Online: mosheriffs.com/training
gina@mosheriffs.com
FAX: 573-635-2128

FOR MORE INFORMATION:

Jeanne Merritt
Jeanne@mosheriffs.com
573-529-6900

REFUND POLICY

50% refund if canceled within 48-hours of the start date. ALL COST DUE IF NOT.

MOSHERIFFS.COM

Instructor Development

POST #26060

There is more to delivering meaningful instruction than just getting up and talking in front of a group. Teaching techniques or procedures that fall below the standard of a specific industry or negligently drafting an employee training manual or employee training guide that fails to properly train employees for the tasks in which they will be working can lead to unwanted liability. Not only must training material be well thought out, researched, and designed, it must also be properly delivered in the classroom or through an e-learning platform.

This training is designed to teach participants how to conduct proper research, develop defensible lesson plans and properly engage learners whether through an e-learning platform or in a classroom.

To successfully complete this training, participants must properly research, write, and present a 50-minute lesson plan, complete with a proper source document, objectives, and test questions.

Topics Include

- Concepts of Lesson Plan Development
- Conducting & Documenting Thorough Research
- Proper Source Document Construction
- Developing Relevant & Measurable Learning Objectives
- Writing Defensible Lesson Plans
- Constructing & Validating Test Questions
- Techniques for Engaging Various Types of Learners

This training is a must for anyone involved in training or supervision within their organization!

Class size is limited to 14.



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REGISTRATION FORM

COURSE INFORMATION

Class: _____

Date: _____ Time: _____

County: _____

Training Host: _____

Training Address: _____

ATTENDEE INFORMATION

Agency Name: _____

Attendee Name: _____ Email: _____

Attendee Name: _____ Email: _____

Attendee Name: _____ Email: _____

Attendee Name: _____ Email: _____

COST INFORMATION

CONTRACTED AGENCY \$ _____ /per person. Total \$ _____

NON-CONTRACTED AGENCY \$ _____ /per person. Total \$ _____

PAYMENT METHODS

Bill my credit card.

_____ Exp _____

3-digit security code _____ *(Located on back of card)*

Enclosed is a check/money order. Check # _____

Total \$ _____

Signature _____

RETURN BY EMAIL, FAX OR MAIL TO:

ATTN: Gina Kauffman
FAX: 573-635-2128
gina@mosheriffs.com

Missouri Sheriffs' Association
6605 Business 50 West
Jefferson City, MO 65109

**NO REFUND IF NO SHOW.
50% REFUND IF CANCELLED
WITHIN 2 DAYS BEFORE
CLASS STARTS.**