



# MISSOURI SHERIFFS' ASSOCIATION

*Serving Missouri Justice Since 1945*

**DATE:**

April 2, 3, 4, 10, 11, 2024  
8:00 a.m. – 5:00 p.m.

**LOCATION:**

Franklin County Sheriff's Office  
1 Bruns Lane  
Union, MO 63084

**COST:**

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

**DEADLINE: March 18, 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](https://mosheriffs.com/training)  
[gina@mosheriffs.com](mailto:gina@mosheriffs.com)  
FAX: 573-635-2128

**FOR MORE INFORMATION:**

Jeanne Merritt  
[Jeanne@mosheriffs.com](mailto: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, but 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.**