



MISSOURI SHERIFFS' ASSOCIATION TRAINING ACADEMY

Serving Missouri Justice Since 1945

DATE:

Sept 25-27 & Oct 1-2, 2024
8:00 a.m. – 5:00 p.m.

LOCATION:

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

COST:

Contracted Agency: \$0
Non-Contracted Agency: \$500

DEADLINE: September 18, 2024

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.**

6605 Business 50 West
Jefferson City, MO 65109
573.635.5925 | Fax 573.635.2128

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

FOR MORE INFORMATION CONTACT:

Jeanne Merritt at 573-529-6900 or email her at jeanne@mosheriffs.com

STATE LICENSED • PROFESSIONAL STAFF • STATEWIDE TRAINING



MISSOURI SHERIFFS' ASSOCIATION

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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.**