

# Field Training Officer (FTO) Certification

Sponsored by IL MTU15



**When:** Oct. 22-24, 2024 8:00 A.M.-6:00 P.M.  
**Where:** Mt. Vernon PD, 600 S. 27th Street, Mt. Vernon, IL 62864  
**Cost:** Funded by IL MTU15 ( please see MTU15 website for guidelines)  
**To Enroll:** mtu15.com

Training requirements are constantly increasing and today's law enforcement environment is becoming more complex. Join the more than 25,000 law enforcement personnel who have attended Moser Training Solutions, LLC (MTS) offerings and let us challenge the way your trainers and supervisors think, and improve the way your employees perform. To learn more about us, visit [MTS](https://www.mts.com).

The **Basic Field Training Officer Certification** course will introduce the trainer to the concepts of problem-based learning while developing facilitation, leadership, and coaching skills under the San Jose Field Training and Evaluation Program model (FTEP). MTS instructor-led training promotes adult learning principles and varied individual-based training approaches designed to maximize valuable field training time, overcome training challenges, and allow the trainee to learn at the appropriate individual pace.

This course involves student activities designed to develop critical leadership, interpersonal and coaching skills needed to work in stressful one-on-one field training environments. Throughout the week, the trainer will be exposed to program history associated with the San Jose model, as well as requirements and roles associated with field training, documentation and related legal matters. Activities will support problem-based learning, facilitation, self-assessment, critical-thinking, and problem solving supported by general coaching strategies.

## Objectives:

- Promote development of critical-thinking, problem-solving and interpersonal communication skills
- Develop the trainer's coaching and facilitation capacities, while improving content retention and application
- Introduce the trainer to problem-based learning (PBL)
- Discuss and experience principles of active learning
- Develop training environments that motivate employees of all generations and experience levels
- Analyze personality inclinations and their influence on communication and learning
- Review approaches to the coaching and evaluations process
- Review field training program structures, terminology, documents, history and the trainers role {Detailed application of the San Jose Field Training and Evaluation Program (FTEP)}
- Clarify the role of the FTO and their impact as a role model to maximize on leadership opportunities
- Evaluate trainee performance through video exercises and complete Daily Observation Reports (DOR) using Standard Evaluation Guidelines (SEG) while providing effective feedback
- Use agency training guides to help document training coverage
- Analyze Bloom's Taxonomy of Learning Domains (Cognitive, Affective and Psychomotor)
- Review legal issues associated with training liability
- Experience what breaks down interpersonal communication and what to do about it
- Practice core training approaches and review remedial training strategies (distinguishing trainees who may not be responding to training)
- Define emotional intelligence
- Recognize and learn methods to overcome trainee stress, avoid conflict and direct the trainee towards learning using various methods of instruction
- Name techniques to handle group conflict, change, difficult people and work as an effective training team
- Create documents that improve performance and protect the agency
- Identify the value of the trainee's viewpoint

[www.MoserTrainingSolutions.com](https://www.MoserTrainingSolutions.com)

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# Let us challenge the way your employees think, and improve the way they perform...

Moser Training Solutions, LLC (MTS) is privileged to work with corporate and government leaders who want to improve employee and customer satisfaction, while enhancing both individual and team performance.

What we do:

- Provide professional and career development training
- Customize training to the client's needs
- Coaching (career advancement, study techniques and effective writing skills)
- Conduct individual and program assessment
- Provide law enforcement subject matter expertise
- Project management and consultation
- Prepare private industry for emerging threats

## Train-the-Trainer

Instructor Development (and recertification)  
Field Training Officer (FTO)  
Police Training Officer (PTO)  
Advanced Coaching (FTO/PTO)  
Basic Recruit Academy Instructor

## Professional Development

Building Outstanding Teams  
Customer Service for Public Safety  
Problem-Solving, Decision-Making  
Resolving and Navigating Conflict  
Facilitation Skills  
Ethics, Stress and Negativity  
Project Management

## Leadership

Leader in Blue/Operational Readiness  
Leaving a Legacy Through Leadership  
Leading During Challenging Times  
Leading and Influencing at all Levels  
Performance Management for Supervisors

## Career Advancement

Excelling Through Written Correspondence  
Preparation for Career Related Interviews  
Assessment Center Preparation  
Improving Cognitive and Test Taking Skills  
Resume Preparation  
One-on-One Career Coaching  
Individual Assessment and Compliance Issues

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