**Instructions for Completing a Training Outline for ILETSB approval through MTU 13.**

I have put this outline template together to act as a guide for developing training outlines. While this may appear to be cumbersome and extremely involved, I tried to make it as user friendly and easy to follow as I could.

* Please note- Information in (*parentheses*) are instructions. Please remove them before turning in the outline.
* The **BOLD HEADINGS** should be left in place and filled out as the example and directions indicate.
* You can fill in the blocks that ask for “Mandates” if you wish. I may change them and they may get changed again when it gets to Springfield. If you are requesting consideration for a mandate in a block of instruction, I strongly suggest that you consult the Training Mandate Outline that is available on the MTU 13 website. That would be located at the tab at the bottom of the page titled “resources”. This will tell you exactly what information is considered for each mandate.
* Each Unit of Instruction should be described in its own block. Most courses will be at least several blocks. It would not be unusual to see an eight-hour course be 7 or 8 Units of Instruction. This is very important for the assigning of mandates. The more mandates the course can be assigned the more valuable it is to the officers and their departments. Mandates are assigned in .5 hour blocks, so please keep that in mind when assigning times to blocks of instruction.
* ILETSB likes to see a logo on the front of the title page. This lets them know who owns the course. Most of the time though, there will not be an “owning entity” and the MTU 13 logo will go on the front.
* Please use these instructions along with the example that is provided. Again, this can be found on the website at [www.mtu13.com](http://www.mtu13.com), at the bottom of the page under “resources”
* Instructor Biography. ILETSB no longer wants an Instructor Bio on their training outlines. They need the Form C filled out and approved separately. I on the other hand, would love your bio sent separately as it serves as a guide for promoting training flyers. It needs to be separate than the training outline though. It can be sent in the same email, please just send it in a separate Word Document than the training outline.
* If you have questions, please reach out to me at ecimlett@gmail.com or call the office at 217-345-3344. Email is always the fastest way to get hold of me. I may be out of the office and can’t answer the phone, but I’ll get right back to you with an email.

**Type of Training Course**

**(*Example-* *Firearms, Domestic Violence, Defensive Tactics etc.)***

**Hours of Instruction and Name of Course**

**(*Insert emblem of owner of Course. For example, Glock, Charleston Police Department, Eastern Illinois University. If there is not one, MTU 13 logo will be put in this space.)***

**Name of Class and Number of Hours**

**(Choose one of these two sentences, whichever applies.**

**This Course is designed for In-Service Training Purpose**

**This Course is designed for MTU Training Purposes)**

**PURPOSE OF COURSE:** (*Why are we doing this course? What is the need we are looking to fill or problem we are looking to solve?*)

.

**COURSE DESCRIPTION:** (*Describe how the training is going to take place*)

**GOALS**: The Goals of the Course are as follows

(*Use the easy to follow bullet points and simply tell what the student should get when they leave. What are you trying to leave them with. Add as many as you like and remove the bullet points that are left empty*)

* Goal
* Goal
* Goal
* Goal
* Goal

**COURSE PREREQUISITES:** (*Some courses have a prerequisite such as “Must have has Basic Interviews and Interrogations”. Or, “Must be a certified law enforcement officer to attend. No outside students.”*)

MTU 13 will reserve the right to allow or not allow students into the class as well based on ILETSB standards.

**METHODS OF EVALUATION:**

(*How is your course evaluated? How are you going to know if the students understand the material? Qualification score? Written test? Classroom discussion? Group project? Ultimately, there should always be a student evaluation at the end of the course as well*.)

**METHODS OF INSTRUCTION:** This course is conducted using the following method of instruction- (*What type of instructional design you plan on using, lecture, round-table discussion, role play, simulation etc. If you do not know what to call it, just describe it.*)

* Method
* Method
* Method

**COURSE REFERENCE:/BIBLIOGRAPHY:**

(*What material are you using to put this together. Example*

1. *720 ILCS 5/7-1 Defense of a Person*
2. *Department Policy*
3. *Tennessee V. Garner 471 US (1985)*

*Then remove any unused numbers*)

1. Reference
2. Reference
3. Reference

**COURSE REQUIREMENTS/ GRADING POLICY:** (*What are students required to bring to class? “Students are required to bring to class their duty weapon, ball cap, 500 rounds of ammunition.” Or perhaps, “Students will be required to pass a written test at 80% or higher based on the material that was delivered.*)

**RECOMMENDED INSTRUCTIONAL AIDS**: (*What is needed for the instructional block? Example- “Television or projector and computer with clicker.” “Fingerprint kits complete with powder”,?)*

**ATTENDANCE POLICY**: (*This is your attendance policy, please leave this statement in the outline.*) This is a state certified course. Thus, no more than 10% of class time may be missed. It is strongly suggested however that the student be in attendance from the entire session in order to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains the responsibility of the student to contact the instructor and arrange to abstain information or materials missed due to absence.

**SAFETY PROTOCALS**: (Are there any safety issues that need to be adhered to when this class is going on ?

1. Safety Protocol
2. Safety Protocol
3. Safety Protocol
4. (Remove any numbers not needed)

**TOPICAL OUTLINE**

**(***Separate page***)**

(*Think table of contents here. On a separate page. What is the name of each block of instruction, the length. You can leave the “Mandate met” field blank as I will fill that in. If you fill it in, it’s not a big deal, but if I disagree, I may change it and Springfield may change it again*.)

**I.** **Title of the First block of Instruction**

a. Mandates met:

b. Hours of Instruction : .25

**II.** **Title of the Second Block of Instruction**

a. Mandates met:

b. Hours of Instruction : 1

**III.** **Title of the Second block of Instruction**

a. Mandates met:

b. Hours of Instruction : .1

**IV.** **Title of the Third block of Instruction**

a. Mandates met:

b. Hours of Instruction : .1

**V.** **Title of the Forth block of Instruction**

a. Mandates met:

b. Hours of Instruction : .2

**VI.** **Title of the Fifth block of Instruction**

a. Mandates met:

b. Hours of Instruction : .2

1. **UNIT OF INSTRUCTION**:

*(Each block of instruction gets a new page)*

Title of First Block of Instruction

1. *Mandate:*  MTU 13 will assign mandates

1. *Number of Hours:*
2. *Unit Description:* (*Describe how this block will be conducted. If this is the introduction, then you will simply state that the instructor will do an introduction, perhaps giving an overview of the course.)*
3. *Training Goals*: The goals for this portion of the training are: (*What do you want the student to get out of this block of instruction?)*
4. Training Goal
5. Training Goal
6. Training Goal
7. Training Goal
8. Training Goal
9. UNIT OF INSTRUCTION:

Title of Second Block of Instruction

1. *Mandate:*

1. *Number of Hours:*
2. *Unit Description:* (*Describe how this block will be conducted. If this is the introduction, then you will simply state that the instructor will do an introduction, perhaps giving an overview of the course.)*
3. *Training Goals*: The goals for this portion of the training are: (*What do you want the student to get out of this block of instruction?)*
4. Training Goal
5. Training Goal
6. Training Goal
7. Training Goal
8. Training Goal
9. UNIT OF INSTRUCTION:

Title of Third Block of Instruction

1. *Mandate:*

1. *Number of Hours:*
2. *Unit Description:* (*Describe how this block will be conducted. If this is the introduction, then you will simply state that the instructor will do an introduction, perhaps giving an overview of the course.)*
3. *Training Goals*: The goals for this portion of the training are: (*What do you want the student to get out of this block of instruction?)*
4. Training Goal
5. Training Goal
6. Training Goal
7. Training Goal
8. Training Goal

Continue adding blocks of instruction until you have listed all the blocks of instruction that are in the “Topical Outline” list.