**Title of Training Class**

**Instructor:** Who is conducting the training)

**Location:** Where is this going to be located; Mattoon Pistol Range, Charleston Range, 3121 Dewitt, etc.

**Length of Training:** Don’t get caught up in the exact number of minutes. Take breaks and

take lunch into account when figuring training times. 4 hours or 8 hours or 2 hours. How long do you intend for it to take?

**Method of Instruction:** Methods include Lecture, Demonstration, Simulation, Role Playing,

Conference. The more types of training you use, the better retention of

information can be.

**Handout Material:** Describe the handouts only. Do not include the handouts yet. Example:

Handout Material: IDOT form A4, Child Abuse Handout, American

Red Cross lifesaving principles.

**Training Objective**: What are you trying to accomplish. People get bogged down with this

one; don’t. When students walk away from the training, how are they

different? What did you teach them? It may only be one simple principle.

**Covered Mandates:** Look through theIllinois Law Enforcement Training Standards Board

Outline for training standards and mark any that pertain. Then explain

why they pertain. If you think your training covers 5 of the mandates

write out why they should be covered; be specific.

**Evaluation Process:** How are you evaluating what the students have learned? The absolute best

is a performance evaluation. Have the student show you they can

perform a task or skill set. Firearms qualification would be a performance

evaluation. Field Training often has performance evaluations built into the

training. At a minimum, students should fill out a evaluation form

provided by the MTU.

**Training Summary-** Here we begin outlining what we are actually teaching. Do not go into

exact detail. It is not needed. We don’t want every word of the training

here. We want to know the general concepts that you are going to follow.

Some people insert a PowerPoint here. That is not a training summary, it

is your visual aid. This could be a page or two.

Date Prepared: Date Updated: