



Minnesota Sheriffs' Association  
100 Empire Drive, Suite 222  
St. Paul, MN. 55103-1885  
651-451-7216

## Minnesota Sheriffs' Association Training Announcement

# Field Training Officer - Corrections

The MSA and the Jail Academy Standardized Training Committee are presenting  
a Field Training Officer Program for Corrections.

**June 24 & 25, 2019**

**8:00 AM – 4:30 PM**

This is a knowledge program development course designed to give program participants the knowledge and skills required to systematically design, develop, and deliver effective field training for new and existing corrections employees within their agency.

The course objectives include:

- Understanding the components of a comprehensive field training program;
- Developing a process for recruiting, selecting and rewarding training officers;
- Conducting job analysis, identifying core tasks within specific jobs;
- Developing performance objectives for specific tasks;
- Developing appropriate evaluation methods and tools, and conduct proficiency testing
- Develop and implement systems of observation reports
- Demonstrate field training delivery methods

This course is intended for FTO's, trainers, managers and supervisors from all corrections disciplines.

**The course curriculum is designed for those agencies that have an existing FTO program.**

**\*\*\*Attendees are required to bring an existing FTO module that they can demonstrate in 5-10 minutes, and their current training observation report.**

**Class Location: MSA Offices 100 Empire Drive, Suite 222 – St. Paul, MN 55103**

**Registration Costs: \$150 per person for two day course which includes course materials, break refreshments and lunch both days.**

**Lodging: The Holiday Inn – St. Paul Downtown – 175 West 7th Street St. Paul**  
**Phone: 651-225-1515 ask for the MN Sheriffs' Association" Rate.**

**Registration: Register for this training at [www.mnsheriffs.org](http://www.mnsheriffs.org) under Jail Trainings or the MSA Events Page. Registration is limited to 24.**

---

*If you have questions or need further information please contact:  
Randy Willis, Director of Professional Services  
rwillis@mnsheriffs.org \* 651-451-7216 x5 \* [www.mnsheriffs.org](http://www.mnsheriffs.org)  
Working for Minnesota Sheriffs since 1885*