

Foundation Skills for Trainers

Nomination/Endorsement of Application by Nominee's Division Director

The Correctional Management Institute of Texas (CMIT) in conjunction with the Texas Juvenile Justice Department (TJJD) is providing Foundation Skills for Trainers workshops to assist you in developing your in-house training staff. All registration fees will be waived for this training. (Participants are responsible for travel, accommodations and meals during the course of the week.)

The Foundation Skills for Trainers course focuses on presentation preparation techniques, program delivery and training evaluation. Topics covered include the following:

- The Context of Training
- The Context of the Learner (Learner Centered Instruction)
- Training Design
- Training Preparation
- Training Delivery Using Training Aids
- Group Management Skills
- Applying and Extending Learning from the Classroom to the Workplace

Upon successful completion, your agency will have the capacity to develop in-house curriculum tailored to your specific needs by a certified trainer.

Because this program is highly specialized and in great demand, the sponsoring agencies had requested that all applicants submit a nomination and endorsement from their respective "*Division Director*".

CMIT will not accept application forms that do not have the endorsement of the nominee's division director, as defined below:

- For **community corrections**. The head of the nominee's division, such as the chief probation officer, chairperson of the parole board, executive director of the agency, or director of the department, depending on the organizational structure of the agency.
- **Individuals from private organizations** must submit with their application an endorsement letter from the division director (as defined above) of the public agency to which the private organization provides service. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

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Please note that this program is only available to individuals employed or regulated by CJAD or TJJD.

Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined above.

I recommend _____ for participation in the Foundation Skills for Trainers workshop on _____ (date) for which an application has been / will be submitted. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to effect improvement in our agency's training program.

Signature of Division Director _____ Date _____

Type or Print Name _____

Title of Division Director _____ Telephone _____

Please submit completed form to:

Correctional Management Institute of Texas

Attn: Elizabeth Klawinsky

Sam Houston State University

George J. Beto Criminal Justice Center

Huntsville, TX 77341-2296

Fax: 936-294-1671

Email: klawinsky@shsu.edu

Questions? Contact 936-294-1639

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