

# APCO Institute Training Course

*Where Public Safety Turns to Learn*

## Communications Training Officer

**Location:** Las Vegas, NV      **\*\*APCO Intl. 75<sup>th</sup> Annual Conference & Expo\*\***

**Date:** August 14-16, 2009      **Pre-conference Course**

**Time:** 8:00 a.m. – 5:00 p.m.

**Tuition** \$259

**Course #** 27066

APCO Members receive a \$20 discount

Almost every agency uses some form of one-on-one training on the dispatch floor to familiarize the new telecommunicator with the job. If your agency is one of these agencies, you need APCO Institute's Communications Training Officer (CTO) Program in your communications center.

The Communications Training Officer Program will instruct your one-on-one trainers how to teach, evaluate and document performance on new-hire trainees in a way that is court defensible and EEOC consistent. The process of training the new employee and evaluating his or her proficiency can be done objectively, on the job, without fear of costly mistakes or extending the training time. Remedial training needs can be identified more quickly and strategies can be developed with more effective results.

Topics include:

- Overview of Communications Training
- CTO Program Overview
- CTO Roles & Responsibilities
- Counseling & Motivation
- Civil Liability in Training
- Adult Learning
- Interpersonal Communications
- Documentation & Record-Keeping

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**Co-host:**

APCO Institute

**Class Location:**

Las Vegas Hilton Conference Ctr.

3000 Paradise Road

**Conference Room 4**

Las Vegas, NV 89109

**Lodging:**

Las Vegas Hilton

3000 Paradise Road

Las Vegas, NV 89109

888-732-7117

(702)-732-5111

**Contact:**

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To register online please visit our Web site:

[http://www.apcointl.com/institute/schedule\\_registration.htm](http://www.apcointl.com/institute/schedule_registration.htm)



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