

National Institute of Corrections



Correctional Trainer

DACUM Profile Validation

10/24/2006 (Original 10/3/2006)

DACUM Panel of Experts

Participant	Title	State
Mary Ann Aldrich (validation)	Training Supervisor	Colorado
Lee Karsner (validation)	Trainer Coordinator I	Kentucky
Gaye O'Connor (validation)	Training Officer	Ohio
Robert W. Talbott (validation)	Correctional Training Officer	Indiana
Dale Wilkes (validation)	Corrections Training Officer	Missouri

DACUM Facilitators

Barry Mulcahy, Vermont Department of Corrections, Academy Administrator	Vermont
Margaret W Davis, NIC Consultant	North Carolina
Launa Kowalcyk, NIC, Correctional Program Specialist	Colorado

Organized By

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The DACUM Process uses experts in the field to describe their occupation. An occupation can be described in terms of DUTIES (arbitrary groupings of related tasks) and TASKS (observable units of work).

Original DACUM Panel (10/03/2006)

Participant	Title	Company
Amy Elliott	Training Coordinator	West Virginia
MT Schwartz	Training Program Manager	Ohio
Robert W. Talbott	Correctional Training Officer	Indiana
Terence McCormack	Training Officer/Probation Officer Trainer	Ohio
Ronald D. Yount	Instructor/Coordinator II	Kentucky

***Facilitators and Sponsor were the same as the validation DACUM.

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DACUM Profile for Correctional Trainer

A competent Correctional Trainer is or evaluating training for employee perso

Duties						
A	Provide Training Facilitation & Coordination	A-1 Create training schedule *C=2 F=5	A-2 Plan training logistics	A-3 Prepare training materials *C=2 F=2	A-4 Schedule training presenters *F=1	A-5 Schedule participants *C=2 F=2
		A-11 Evaluate training course				
B	Prepare Training Documentation	B-1 Prepare annual training plan *C=4 F=2	B-2 Announce training opportunities *C=1 F=1	B-3 Prepare participant rosters *F=2	B-4 Prepare classroom schedule	B-5 Prepare participant exams
		B-11 Document employee files *C=1 F=1	B-12 Maintain proficiency list *C=1 F=2	B-13 Manage annual recertifications lists *C=3	B-14 Complete training credit reports	B-15 Maintain remediation documentation
		B-21 Maintain reference/curriculum material	B-22 Reply to inquiries/maintain documentation	B-23 Prepare annual report *C=2	B-24 Prepare course files/records	B-25 Prepare budget requests
C	Develop Training Curriculum	C-1 Perform needs assessment *C=3 F=3	C-2 Conduct curriculum research *C=1 F=3	C-3 Develop performance objectives *C=2 F=3	C-4 Develop lesson plans *C=1 F=3	C-5 Identify instructional strategies
		C-11 Review curriculum annually *F=1				
D	Conduct Training Presentations	D-1 Obtain knowledge of subject matter *C=1 F=3	D-2 Follow established curriculum *C=1 F=2	D-3 Facilitate student-centered activities *C=1	D-4 Manage classroom participation *C=1 F=2	D-5 Monitor participant understanding *F=1
E	Continue Professional Development	E-1 Review updated policies & procedures *C=2 F=3	E-2 Complete annual in-service training *C=1 F=1	E-3 Continue education & training *C=2 F=3	E-4 Submit training documentation *F=2	E-5 Maintain instructor certifications *C=1 F=1
F	Ensure Employee Accountability	F-1 Address supervisor requests *C=1 F=2	F-2 Address instructor requests *C=1	F-3 Address participant/employee requests *C=1 F=1	F-4 Ensure appropriate use of agency property & equipment *F=1	F-5 Request leave time
		F-11 Complete travel request	F-12 Maintain budget	F-13 Submit weekly itinerary		
G	Provide Training Supervision	G-1 Disseminate training information *C=1	G-2 Ensure trainee participation through classroom management *C=2 F=1	G-3 Monitor physical abilities	G-4 Communicate with students on personal problems	G-5 Coach students performance *C=3
H	Serve as Intermediary Liaison	Obtain/interpret/implement agency directives *C=2	H-2 Implement legislative directives *C=2 F=2	H-3 Assist interagency staff	H-4 Communicate with regional/institutional liaison	H-5 Coordinate between agency and vendor

Tasks

5 Schedule participants *C=2 F=4	A-6 Set-up facility classroom *C=1	A-7 Provide session orientation *C=1	A-8 Monitor learning abilities/disabilities of participants *C=1	A-9 Provide appropriate learning accommodations (as needed)	A-10 Present completion certificates
15 Prepare participant exams	B-6 Prepare needed evaluations	B-7 Prepare course certificates	B-8 Prepare accident/injury reports	B-9 Complete monthly training report *C=2 F=1	B-10 Revise training plan *C=1
15 Maintain remedial documentation	B-16 Enter database information *C=2 F=1	B-17 Analyze curriculum results	B-18 Prepare audit/accreditation documentation	B-19 Complete required inspection reports	B-20 Manage resource inventory
25 Prepare budget requests	B-26 Prepare purchase requests *C=1	B-27 Submit work orders			
35 Identify instructional strategies	C-6 Identify needed instructional aids *C=1	C-7 Pilot the curriculum *C=1 F=1	C-8 Conduct train the trainer *F=1	C-9 Promote training curriculum *C=1	C-10 Implement training curriculum *C=2 F=2
45 Monitor participant understanding *F=1	D-6 Operate training equipment	D-7 Adjust presentation style (when required) *C=1	D-8 Present completion certificates	D-9 Score participant exams	D-10 Collect class evaluations *C=1
E-5 Maintain instructor certifications *C=1 F=1	E-6 Participate in professional committees	E-7 Utilize professional organizations	E-8 Participate in auditing process	E-9 Participate in job-shadowing opportunities	
F-5 Request leave time	F-6 Submit leave forms	F-7 Verify personal time	F-8 Follow call-in procedures	F-9 Explain & assess class evaluations	F-10 Submit training requests *C=1 F=1
G-5 Coach students on performance *C=3 F=3	G-6 Manage classroom disciplinary problems *C=1	G-7 Verify certification lists	G-8 Manage training instructors	G-9 Participate in response to legal/arbitration requests	G-10 Chair training advisory council
H-5 Coordinate between agency and vendors	H-6 Facilitate interagency/intra-agency agreements	H-7 Attend staff/executive staff meetings *F=1	H-8 Facilitate staff meetings	H-9 Attend interagency meetings	

C=Criticality,
F=Frequency

DACUM Profile for Correctional Trainer

Knowledge

Agency Policies/Laws *N=2 V=3	Facilitation Skills *N=1	Problem Solving *V=2
Analyzing Skills	Instructional Strategy	Record Keeping *V=1
AV & Equipment Operation *V=1	Knowledge of Diversity (culture/disability) *N=1	Research Techniques
Class Management Skills	Learning Cycles	Supervisory Techniques
Communication Styles *N=3	Learning Styles	Training Liability
Computer Skills *V=1	Lesson Plan Formats	Training Theory/Learning Principles
Conflict Resolution/Counseling Techniques	Organization *N=1 V=1	Understandability (relating) *N=3 V=1
Correctional Common Sense *V=2	People Skills	
Current Statistical Analogy	Presentation Techniques *N=4 V=2	

Skills

Assertiveness *V=2	Instructor Affability *V=3	Reflective Techniques/Teachback
Ability to Instruct Primary & Back-up Classes *N=2	Instructor Credentials *V=1	Stress Management
Computer Skills *V=1	Kinetic Skills (body language)	Subject Matter Credibility *N=2 V=2
Demonstration Techniques	Material Preparation Skills *N=1 V=1	Time Management *N=5 V=2
Empathy/Understanding	Organizational Skills *N=2	Voice Inflection
Equipment Operations	Personable Personality *V=1	Voice Projection Ability *N=1
Flexible Personality *N=2 V=2	Physical Skills Proficiency	

Attitudes

Assertiveness *N=2 V=1	Impartial	Self-motivating *N=2 V=1
Caring	Innate Desire to See Others Succeed *N=2	Selflessness
Decisiveness	Integrity *N=1 V=1	Suspend Judgement *V=1
Dependable *V=3	Lead Performer	Take Initiative *N=1
Empathetic	Patience *V=1	Task Oriented *V=2
Encouraging *N=1	Positive *N=1	Team Player *N=1 V=1
Flexible *N=1 V=2	Punctual	Trustworthy
High Morals	Role Model *N=3 V=2	Understanding

Equipment and Tools

35 m camera	Flex Cuffs	Riot Gear
AED *N=1	Gas Masks	Riot Shield
Ammunition (dummy/live)	Gloves (disposable)	Sanitation Equipment
ASP Batons	Handcuffs/key *V=2	Scanners
Backer Boards/Targets	Inclement Weather Gear	ScanTron
Belly Restraints	Laptop *N=1	Self Contained Breathing Apparatus
Binding Machine	LCD Projector *N=1	Spit Masks
Biohazard Disposal	Leather Restraints	Storage Devices (jump drives, CDs) *V=1
Black Box	Leg Iron	Straight Batons (all types)
Cell Extraction Gear	Mat	Striking Pads
Chemical Agents	Mechanical Restraints	Stun Device
Computer	Microphone	Suicide Devices/Equipment
Copier	Newsprint	Telephone/Cellular Phone *V=1
CPR Equipment	Office Equipment/Supplies *N=4	Taser
Digital Camera *V=1	Overhead Projector	Teleconference Equipment *V=3
DVD Player *V=1	Paper Gowns	Transparencies
Extraction Shield	Personal Body Alarms	Typewriter
Face Shield	Polaroid	Ultraviolet Light Machine
Firearms *N=3 V=2	PR24	Uniforms
Firearms Cleaning Equipment	Printer	VCR
Firearms Maintenance Equipment	Radio Equipment	Video Equipment *N=1
Fire Extinguishing Equipment	Redman Suit	Whiteboard
Fit-testing Equipment	Restraint Chair	Wireless Connections

*N = Training needed for new employees, V= Training needed for veteran employees