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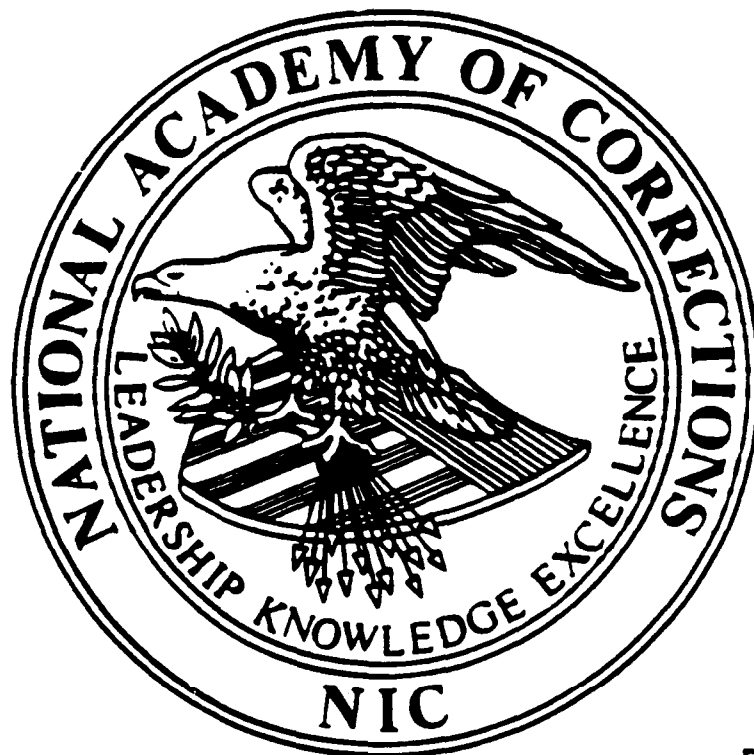
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# COMPETENCY PROFILE OF CORRECTIONAL TRAINER

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**U.S. DEPARTMENT OF JUSTICE**  
National Institute of Corrections

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October 1989

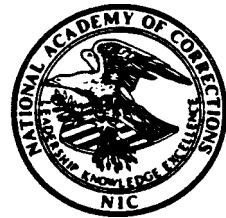
# CORRECTIONAL TRAINER

develops, implements, and coordinates training programs for staff within the criminal justice system.

**Duties** ←

A	Conduct job-task analyses	A-1 Select methods (informal or formal)	A-2 Develop instruments or forms	A-3 Conduct analyses	A-4 Analyze data	A-5 Summarize and report results
		B	B-1 Select methods (formal or informal)	B-2 Develop instruments	B-3 Conduct surveys	B-4 Analyze data
C	Develop or obtain training programs	C-1 Obtain approval to develop or purchase training programs	C-2 Review policies, procedures, laws, standards, and regulations	C-3 Consult sources of information	C-4 Review and modify programs	C-5 Develop program objectives
		C-13 Develop evaluation instruments	C-14 Conduct field-tests of programs	C-15 Review and assess training programs prior to implementation	C-16 Prepare final training packages	
D	Implement training programs	D-1 Schedule dates, times, locations, and lodging	D-2 Coordinate instructors	D-3 Notify appropriate personnel of dates, times, and locations	D-4 Schedule participants	D-5 Prepare classroom for training
		E	E-1 Analyze trainee evaluations of training programs	E-2 Review trainee evaluations of instructors	E-3 Analyze trainee test results	E-4 Review current practices/operations for program changes
F	Promote positive awareness of organization and training	F-1 Provide information to media and community groups	F-2 Promote use of training resources	F-3 Develop newsletters	F-4 Conduct tours	F-5 Participate in media and community activities
		G	G-1 Conduct training for trainers	G-2 Participate in training for trainers	G-3 Stay abreast of developments in criminal justice	G-4 Support and participate in professional organizations
H	Performs administrative functions	H-1 Develop annual training plan	H-2 Monitor training programs for compliance with court decrees	H-3 Monitor for compliance with professional standards	H-4 Gather information and statistics	H-5 Maintain records
		H-13 Maintain training materials and equipment	H-14 Provide information to develop policies			

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Tasks ➔

A-6 Develop program goals						
B-6 Develop program goals						
C-6 Develop lesson plans	C-7 Develop testing instruments	C-8 Determine training materials needed	C-9 Develop audio-visual aids	C-10 Develop training structures, props and models	C-11 Develop handouts and manuals	C-12 Develop computer-based training
D-6 Conduct program orientations	D-7 Teach classes	D-8 Manage classroom activities	D-9 Administer and monitor tests	D-10 Prepare program summaries		
E-6 Summarize and report results	E-7 Implement results					
F-6 Solicit support for training programs	F-7 Provide technical assistance to external organizations	F-8 Provide technical assistance to staff	F-9 Provide career counseling	F-10 Provide instructional assistance to other trainers	F-11 Collaborate with other agencies to provide training	
H-6 Write and present reports	H-7 Receive and respond to communication	H-8 Testify in administrative and court proceedings	H-9 Participate in staff meetings	H-10 Perform activities of training supervisor (in his or her absence)	H-11 Provide information for budget development	H-12 Assist in development of short and long-term goals

## Traits and Attitudes

Empathetic  
Creative  
Resourceful  
Ethical  
Persuasive  
Influential  
Flexible  
Dependable  
Tactful  
Punctual  
Analytical  
Self-motivated  
Energetic  
Patient  
Cooperative  
Optimistic  
Sincere  
Credible  
Perceptive  
Adaptable  
Assertive  
Resilient  
Fair  
Emotionally stable  
Professional  
Change-oriented  
Sense of humor  
Positive role model

## Knowledge and Skills

### *Knowledge of:*

Adult learning theory  
Policies and procedures  
Subject matter  
Criminal justice system  
Testing instruments  
Assessment tools  
Staffing analysis methods  
Group dynamics  
Agency mission/goal  
Available resources  
Stress management techniques  
Cultural and ethnic differences

### *Skills in:*

Communicating (written/oral)  
Organizing  
Research  
Leadership  
Intercultural communicating  
Public relations  
Managing change  
Crisis management

## Tools and Equipment

Audio visual aids and equipment  
Computers/P.C.'s  
Specialized equipment/props  
Office supplies/equipment  
Reference materials

## DACUM Facilitators

from the  
National Academy of Corrections:

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Nelda Leon  
Thomas Norris**

## CORRECTIONAL TRAINER Panel Members Knoxville, Tennessee

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Staff Trainer  
SC Probation, Parole & Parole Serv.  
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Orlando, FL

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Administrative Officer II  
MD Police & Corr. Training Comm.  
Woodstock, MD

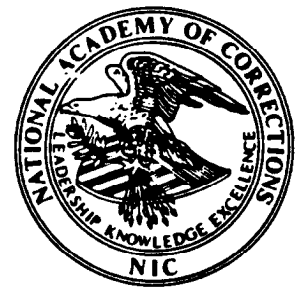
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Career Development Coord.  
Maricopa County Sheriff's Office  
Phoenix, AZ

Organized by:

**Dr. Dianne Carter**  
President  
National Academy of Corrections



U.S. Department of Justice  
National Institute of Corrections