2014
Division of Corrections Training Program Catalog

Mary D. Godfrey, Director

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Mission Statement

The mission of the Division of Corrections Training is to design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.

"Our Mission...Your Future"

The Staff of the Division of Corrections Training is committed to:

Quality Programs

- *Providing consistent and current information to participants in a safe and effective learning environment.*

Professionalism

- *Setting a positive example, promoting teamwork and sharing information through effective communication.*

Responsiveness

- *Providing diverse programs which meet the needs of participants.*

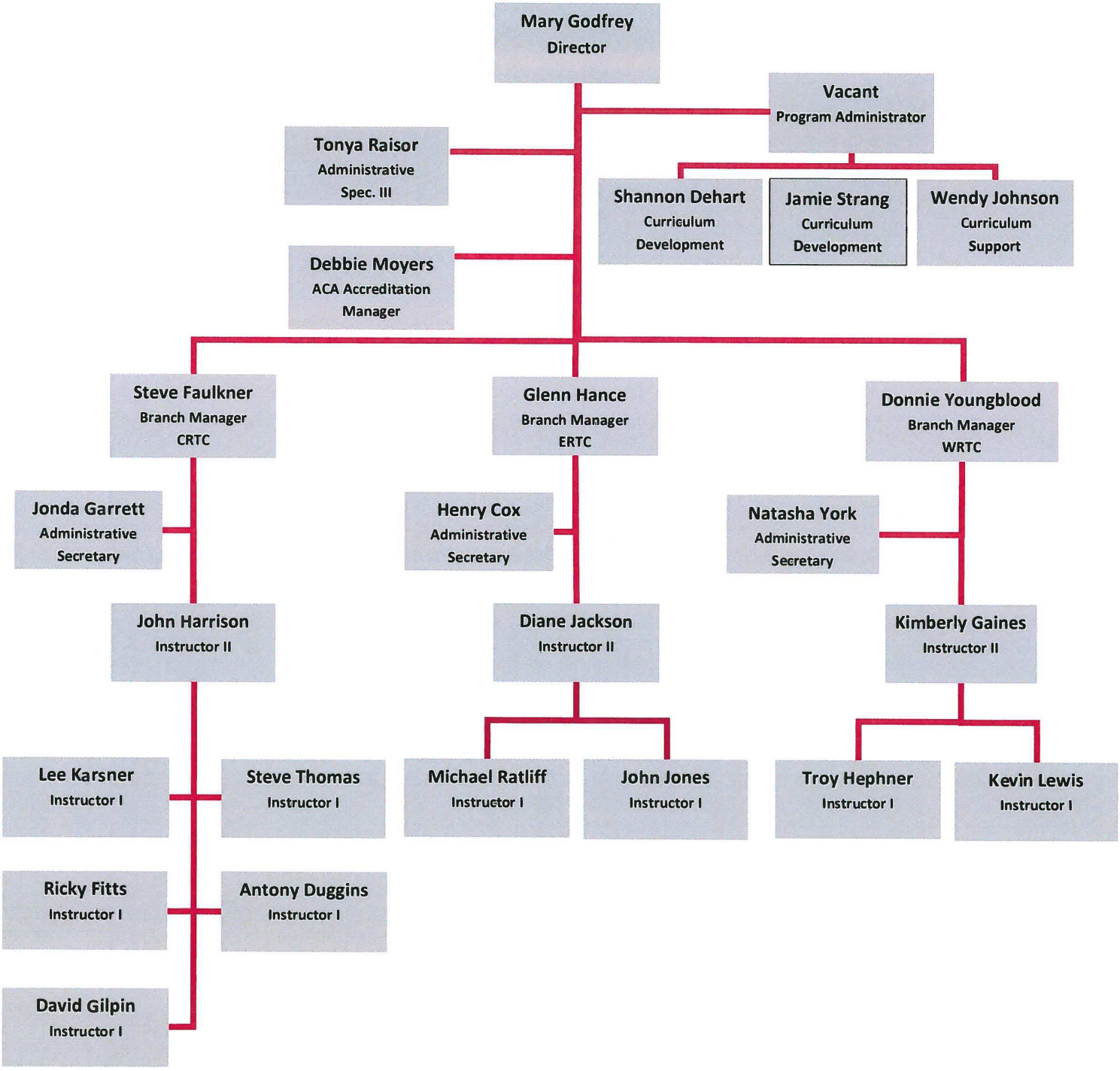
Respect

- *Treating participants with fairness, equality, integrity and value.*

Standards of Practice

- *Practicing professionally established requirements of excellence.*

Division of Corrections Training
Organizational Chart



General Information

CRTC 502-225-9755 ERTC 606-738-4628 WRTC 270-388-0241

- ✓ **Changes/Additions/Revisions:** The schedule is updated as necessary on the DCT webpage www.corrections.ky.gov/deptdiv/training.

- ✓ **Registration and Cancellations:** Register for classes by contacting your Regional Training Center or through established methods at your work site. If you are registered for a training program, you are expected to attend. The training center should be notified as soon as possible of any cancellations. If a program is cancelled, registered students will be notified.

- ✓ **Inclement Weather/Holidays:** Classes will not be cancelled due to inclement weather, unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.

- ✓ **Rules and Regulations for Students:** This Division has a written Code of Conduct which defines the accepted standards for all students. Any breach of this code may result in disciplinary action including dismissal from the training program. The Rules and Regulations will be made available to each student at the start of each program.

- ✓ **Dress Code:** Students are expected to wear their normal work attire in accordance with CPP 3.10 (Non-uniformed staff) and CPP 3.17 (Uniformed staff) when attending training programs, unless advised otherwise by staff.

- ✓ **Restricted Items:** Loaded weapons, live ammunition, chemical agents or restraint devices of any kind are not permitted at the training centers or designated training site without permission of the Director of Corrections Training.

- ✓ **Cell Phones and Radios:** Cell phones are not permitted on institutional grounds or inside training centers; they are to be kept inside a vehicle. Radios are to be turned off or set to non-audible signal in class, consistent with departmental policies. The telephone number of the training site will be provided to participants.

- ✓ **Emergency Procedures:** Corrections Training has detailed Emergency Plans that are designed for the safety and protection of everyone. In the event of an emergency, follow the directions of the training instructor who will implement the plan when needed.

- ✓ **EEO Statement:** The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information or veteran status in accordance with state and federal laws.

- ✓ **ADA:** Corrections Training complies with the regulations and requirements of the Americans with Disabilities Act and will provide reasonable accommodations to anyone making such needs known to us.

WHERE DO I RECEIVE TRAINING?
There are three Regional Training Centers in Kentucky:

CENTRAL REGION TRAINING CENTER (CRTC)
Steve Faulkner, Branch Manager
Jonda Garrett, Administrative Secretary
P.O. Box 69 (Mailing)
4000 Morgan Road (Physical)
LaGrange, KY 40031
502-225-9755

EASTERN REGION TRAINING CENTER (ERTC)
Glenn Hance, Branch Manager
Henry Cox, Administrative Secretary
P.O. Box 87 (Mailing)
505 Prison Connector (Physical)
Sandy Hook, KY 41171
606-738-4628

WESTERN REGION TRAINING CENTER (WRTC)
Donnie Youngblood, Branch Manager
Natasha York, Administrative Secretary
P.O. Box 570 (Mailing)
Eddyville, KY 42038
270-388-0241
374 New Bethel Road (Physical)
Fredonia, KY 42411

Adult Institutional Staff
Regional Training Centers

CRTC: Blackburn Correctional Complex
Kentucky State Reformatory
Kentucky Correctional Institute for Women
Luther Luckett Correctional Complex
Northpoint Training Center
Roederer Correctional Complex

ERTC: Bell County Forestry Camp
Eastern Kentucky Correctional Complex
Little Sandy Correctional Complex

WRTC: Green River Correctional Complex
Kentucky State Penitentiary
Western Kentucky Correctional Complex

If you have questions regarding programs or training, please contact your Regional Training Center.

Probation & Parole Districts
Regional Training Centers

CRTC:

Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19, and 20

ERTC:

Districts 8, 10, 11 and 15

WRTC:

Districts 1, 2, 3 and 13

If you have questions regarding programs or training, please contact your Regional Training Center.

County Jail Staff
Regional Training Centers

CRTC: Adair, Anderson, Bath, Boone, Bourbon, Bracken, Bullitt, Campbell, Carroll, Casey, Clark, Clinton, Cumberland, Estill, Fayette, Fleming, Franklin, Gallatin, Garrard, Grant, Green, Hardin, Harrison, Henry, Jackson, Jefferson, Jessamine, Kenton, Larue, Lincoln, Madison, Marion, Mason, McCreary, Mercer, Metcalfe, Montgomery, Nelson, Nicholas, Oldham, Owen, Pendleton, Powell, Pulaski, Robertson, Rockcastle, Russell, Scott, Shelby, Spencer, Taylor, Trimble, Washington, Wayne, Whitley and Woodford

ERTC: Bell, Big Sandy, Boyd, Breathitt, Carter, Clay, Elliott, Floyd, Greenup, Harlan, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Rowan, Three Forks and Wolfe

WRTC: Allen, Ballard, Barren, Breckinridge, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Edmonson, Fulton, Graves, Grayson, Hancock, Hart, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Meade, Monroe, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, Warren and Webster

If you have questions regarding programs or training, please contact your Regional Training Center.

PROGRAM REVIEWS

The Program Review is designed to review program materials with all Institutional Training Coordinators, Deputy Jailer Trainers, and Firearms Instructors. All trainers responsible for teaching the programs listed below will need to be present at the training center in order to receive program training materials. This practice is in accordance with ACA standard 1-CTA-1A-14.

At the present time the Department of Corrections Training is under going a Curriculum change. The program reviews are in process as this catalog is being finalized. Information regarding future Program Reviews will be posted on our website.

Correctional Officer Pre-Service (Phase II)

This is a **three week** program for newly hired staff: **Week 1 – Introduction to Corrections, Week 2 – Managing Problems in a Correctional Setting; Intro to Security, and Week 3 – Firearms Qualifications.** Training will be conducted regionally following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). Employees must successfully complete Phase I at the hiring facility prior to enrollment. Start times vary; contact your Regional Training Center for details.*

	CRTC **502-225-9755**		**ERTC** **606-738-4628**		**WRTC** **270-388-0241**
1	January 13-17 January 20-24 January 27-31	1	January 13-17 January 20-24 January 27-31	1	January 13-17 January 20-24 January 27-31
2	February 3-7 February 10-14 February 18-21	2	February 10-14 February 17-21 February 24-28	2	February 10-14 February 17-21 February 24-28
3	March 3-7 March 10-14 March 17-21	3	March 17-21 March 24-28 March 31-April 4	3	March 17-21 March 24-28 March 31-April 4
4	March 31-April 4 April 7-11 April 14-18	4	April 28-May 2 May 5-9 May 12-16	4	April 21-April 25 April 28-May 2 May 5-9
5	April 28-May 2 May 5-9 May 12-16	5	June 2-6 June 9-13 June 16-20	5	May 26-30 June 2-6 June 9-13
6	May 26-30 June 2-6 June 9-13	6	July 7-11 July 14-18 July 21-25	6	July 7-11 July 14-18 July 21-25
7	June 23-27 July 30-July 4 July 7-11	7	August 11-15 August 18-22 August 25-29	7	August 11-15 August 18-22 August 25-29
8	July 21-25 July 28-August 1 August 4-8	8	September 22-26 September 29-October 3 October 6-10	8	September 15-19 September 22-26 September 29-October 3
9	August 18-22 August 25-29 September 1-5	9	October 27-31 November 3-7 November 10-14	9	October 27-31 November 3-7 November 10-14
10	September 22-26 September 29-October 3 October 6-10	10	December 1-5 December 8-12 December 15-19	10	December 1-5 December 8-12 December 15-19
11	October 13-17 October 20-24 October 27-31				
12	November 3-7 November 10-14 November 17-21		***Class Times May Vary**		***Classes Are Held on Holidays**
13	December 1-5 December 8-12 December 15-19				**(33) Adult Institution Pre-Service Sessions in 2014**

Probation & Parole Pre-Service (Phase II)

This is a **three week** course for newly hired staff that changes to a **four week** course after July 1, 2014 (new fiscal year). Training is **CONDUCTED AT Central Region Training Center (CRTC)** following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). Employee must successfully complete Phase I at the hiring facility prior to enrolling in Phase II. The LS/CMI (Level of Service/Case Management Inventory) is a program related to the implementation of a validated risk/needs assessment tool. The program targets the Correctional Program Staff, Case Workers, Unit Directors and Probation and Parole Officers.

- Week 1 – Skill Development
- Week 2 – LS/CMI (Level of Service/Case Management Inventory)
- Week 3 – Firearms Qualification
- Week 4 (sessions scheduled after July 1, 2014) – Skill Enhancement

CRTC	
1	January 27-31 February 3-7 February 10-14
2	April 7-11 April 14-18 April 21-25
3	July 28 – August 1 August 4-8 August 11-15 August 18-22
4	September 29 – October 3 October 6-10 October 13-17 October 20-24

Probation & Parole Officer
In-Service

These are (16) hour courses for Probation and Parole Supervisors, Assistant Supervisors, Investigators, Officers and an (8) hour course for Office Support Assistants (OSA). These courses focus on professional development and meet ACA Standards for required topics. Starting times vary; contact your Regional Training Center for session details.

	CRTC		ERTC		WRTC
	502-225-9755		**606-738-6133**		**270-388-0241**
1	February 25-26 (Supervisors)	1	March 31 (OSA)	1	April 11 (OSA)
2	March 11-12 (Assistant Supervisors)	2	May 27-28	2	June 16-17
3	May 14 (OSA)	3	May 29-30	3	June 30-July 1 (Owensboro)
4	May 20-21 (Investigators)	4	August 5-6	4	September 10-11
5	May 22-23	5	August 7-8	5	October 23 (OSA)
6	May 29-30				
7	June 3-4	6	October 6 (OSA)	6	November 17-18
8	June 5-6			7	November 19-20
9	June 11 (OSA)				
10	July 15-16				
11	July 17-18				
12	September 23-24				
13	September 25-26				
14	November 17-18				(28) Training Opportunities during 2014
15	November 19-20				

Deputy Jailer / Jail Staff Training

The 2014 Deputy Jailer Training Program provides the trainee with (16) hours of face to face classroom material covering areas of instruction pertinent to their job duties. The (16) hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the Crimcast Website for your staff to utilize, along with an additional (8) hour block of computer based training. In accordance with Kentucky Jail Standards, a newly hired employee is required to receive (4) hours of mental health training during their initial year of employment, with (1) hour of mental health training every year thereafter. These two mental health programs of instruction are available by CBT. Both the classroom instruction and CBT modules include material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b)

CRTC	**ERTC**	**WRTC**
502-225-9755	606-738-6133	270-388-0241
CRTC February 4-5 February 6-7 October 28-29 October 30-31	**ERTC** February 4-5 February 6-7 May 20-21 May 22-23 June 24-25 June 26-27 October 14-15 October 16-17 November 17-18 November 19-20	**WRTC** April 7-8 June 23-24 June 25-26 October 13-14 October 15-16 December 1-2 December 3-4
Adair County *Adair Co. Courthouse* *424 Public Square* *Columbia, KY 42728* February 25-26 February 27-28 August 26-27 August 28-29	**Laurel County** *Optimists Club Sports Center* *383 Sinking Creek Road* *London, KY 40741* March 3-4 March 5-6 April 15-16 April 17-18 September 2-3 September 4-5	**Allen County** *Contact WRTC Staff for Location* February 5-6
Campbell County *Campbell Co. Fire Training Center* *199 Martha Layne Collins Blvd.* *Cold Springs, KY 41076* March 25-26 March 27-28 May 27-28 May 29-30 November 11-12 November 13-14	**Perry County** *Area 12 State Fire Rescue Training Center* *45 Gorman Hollow Road* *Hazard, KY 41701* April 22-23 April 24-25	**Warren County** *Warren County Jail* *920 Kentucky Street* *Bowling Green, KY 42101* February 3-4 September 8-9

Deputy Jailer / Jail Staff Training *(Continued)*

CRTC	ERTC	WRTC
502-225-9755	606-738-6133	270-388-0241
	Bell County *Bell-Whitley Com. Action Agency* *129 North Pine Street* *Pineville, KY 40977* *July 8-9* *July 10-11*	**Marshall County** *National Guard Armory* *453 Old Symsonia Road* *Benton, KY 42025* April 14-15 April 16-17
		Logan County *Logan County Jail* *304 West 3rd Street* *Russellville, KY 42276* *May 19-20* *May 21-22*
CRTC = 14 Courses **ERTC = 20 Courses** **WRTC = 16 Courses** **50 Training Opportunities in 2014**		**Fulton County** *Fulton Co. Detention Center* *2010 South Seventh Street* *Hickman, KY 42050* July 28-29 July 30-31

Supervisory & Management Training Opportunities

Basic Supervisor Course

The Basic Supervisor Course is a (40) hour course focusing on skill development and management enhancement for the first time supervisor. Some of the topics covered are:

- The Role of a Supervisor
- Taking the Step Up to Supervisor
- Motivational Interviewing
- Supervisory Competencies
- Liability Issues
- Human Relations
- Written Communication
- KHRIS Managers Training
- KEAP
- Diversity
- Stress Management
- Employee Evaluation Training
- Team Building Leadership
- Staff Sexual Misconduct with Inmates/PREA
- Sexual Harassment

This program is offered at each regional training center during the year.

Participants must have Supervisory approval before registering,

Class times vary; call your Regional Training Center for details.

CRTC	ERTC	WRTC
January 6-10 July 21-25 Sept. 8-12	March 10-14 October 20-24	February 3-7 August 18-22

Supervisory & Management

Training Opportunities *(Continued)*

Evaluation Training

All evaluators must complete training on the employee performance evaluation system prior to completing performance planning, interim meetings and annual evaluations on eligible employees. The training is designed to ensure that evaluations are completed consistently. Participants must have Supervisory approval before registering.

CRTC	ERTC	WRTC
January 8	January 6	February 6
July 22	April 14	May 23
September 10	October 23	August 21
	December 17	October 22

See GSC and NIC Information for additional Supervisory/Management Training Opportunities on pages 26-30.

Departmental Instructor Programs

Train the Trainer

Staff must have Supervisory approval before registering for Train the Trainer.
This is a (40) hour program and includes the following topics:

- Role of the On-Site Trainer
- How Adults Learn
- Needs Assessments/Learning Objectives
- Learning Strategies
- Working with Lesson Plans
- Using A/V Equipment
- Basic PowerPoint
- Presentation and Classroom Management

This program is designed for staff in a position to provide training to other staff. Preregistration for the program is mandatory. Contact the Regional Training Center to preregister. Class times vary for each region.

CRTC	ERTC	WRTC
February 17-21 June 23-27	March 10-14 September 8-12	January 6-10 June 16-20

Standard First Aid Instructor – Train the Trainer

This course is no longer conducted since the Department is now using Emergency Care and Safety Institute (ECSI) to certify its employees. If a staff member is certified as an ECSI user and has attended the Division's Train the Trainer Course you are certified to be an ECSI Instructor.

Corrections Defensive Tactics – Instructor

Corrections Defensive Tactics (CDT) is a (16) hour certification course. Instructor certification training is designed to deliver instruction to controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. Instructors must re-certify every two years by completing the full (16) hour course.

CRTC	ERTC	WRTC
January 21-22 ~~May 20-21~~-Cancelled July 1-2 December 2-3	January 9-10 July 30-31	February 18-19

Departmental Instructor Programs

Less/Non Lethal Training Courses

Less-Lethal Instructor Course is comprised of four (8) hour instructor level courses covering OC Aerosols, Specialty Impact and Chemical Munitions and Distraction Devices. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, along with the skills necessary to conduct in-service training. The Less-Lethal Instructor Certification Course is valid for three years from the testing date which allows the student to provide in-service user training within their department upon certification.

CRTC	ERTC	WRTC
July 14-18		

Departmental Taser Conducted Electrical Weapon (CEW) Instructor Course

This course provides the basic operational theory and practical training to instruct users to reasonably safely and effectively operate TASER CEW's. This course covers the TASER X26, X26P and X2 CEW's and will certify those who successfully complete the course as TASER Instructors for (2) years. This is a (16) hour course which will allow students to become departmental TASER Instructors. Once certified, they will be allowed to train departmental staff as end-users. Topics covered include:

- TASER Technology
- Neuro-Muscular Incapacitation
- Medical and Safety Information
- Voluntary Exposures
- Legal Issues
- TASER CEW's
- Power Sources
- Cartridges
- TASER Cam and TASER CAM HD
- Tactical Considerations
- Targeting
- Risks Associated with CEW Use
- Probe Deployment and Drive Stun
- Probe Removal
- Policy Considerations
- Post Incident Consideration

The course also includes several drill and exercises requiring physical exertion. Students should be in good physical condition and must advise the Master Instructor of any pre-existing injuries or physical limitations. Drills include non-firing, firing, isolation exercises, stress courses and scenarios.

CRTC	ERTC	WRTC
March 18-19	June 11-13	November 18-20

Departmental Instructor Programs

PepperBall Instructor/Armorer Course

The PepperBall Instructor and Armorer Course will provide (16) hours of training. The PepperBall Instructor Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall Instructors for their individual institution, allowing the attendee to conduct a course in the safe and effective use of the PepperBall System. The PepperBall Armorer Certification Course will also develop the student's skills in the maintenance and repair of PepperBall launchers, allowing the student to safely and effectively keep the launching systems operational in the field. This course is **only** open to the Department of Corrections employees. The certification is good for two years.

CRTC	ERTC	WRTC
January 23-24	January 7-8	January 15-16

Firearms Instructor Course

For 2014 this course has changed. Previously the course consisted of three separate courses of fire lasting three (3) weeks. They have now been combined into a one (1) week program. Firearms instructors are required to re-qualify at one of the Regional Training Centers annually.

CRTC	ERTC	WRTC
March 31 - April 4 September 29-October 3	May 28-30 September 16-18	May 12-14 October 6-7

Firearms Instructor Annual Re-Qualification

This course must be completed annually by all Department of Corrections Firearms Instructors.

CRTC	ERTC	WRTC
May 1 May 2 June 17 June 18 June 19 June 20	July 14 July 15 July 16 July 17 July 18	March 5 March 6 March 11 March 12 March 13 March 14 July 2 July 3

Departmental Certification
&
Recertification Courses

PepperBall End User Course

The PepperBall User Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies the attendee as a PepperBall User for the KY DOC for a period of one year. This is a (6) hour course, offered on each of the dates below:

CRTC	ERTC	WRTC
February 27 February 28 September 9 September 10	July 28 July 29	April 9 April 10

Taser End User Certification

This course is a one day, (8) hour, Basic End-User Course which will allow an individual to be certified as a TASER user for a period of one year. Annual recertification is required.

CRTC	ERTC	WRTC
March 25 March 26 November 5 November 6	June 30 July 1	December 15 December 16

Taser End User – Recertification

This is a (4) hour TASER user recertification course. This course will allow those previously certified to maintain their TASER End User Certification for an additional year.

CRTC	ERTC	WRTC
March 27 AM Session March 27 PM Session November 7 AM Session November 7 PM Session	July 2 AM Session July 2 PM Session	December 17 AM Session December 17 PM Session December 18 AM Session December 18 PM Session

Departmental Certification

&

Recertification Courses

Nova Electronic Riot & Capture Shields/ Remotely Activated Custody Control Belt (RACC)

This course will provide the student with training and certification in the use of NOVA Riot & Capture Shields, and the NOVA Remotely Activated Custody Control (RACC) Belt. This is an (8) hour course; (4) hour block of instruction on NOVA Stun Shield and (4) hour block of instruction on NOVA RACC Belt. You have the option of attending one or both blocks of instruction. Upon completion of the course you will receive a Life-Time Departmental Certification.

CRTC	ERTC	WRTC
March 6 March 7 March 20 March 21 September 11 September 12	August 19 August 20	September 3 September 4

Emergency Response Training

BASIC C.E.R.T.

The Institutional CERT Basic Training schedule has been expanded in 2014. The training will continue to include hands-on instruction in team tactics such as riot control formations, use of baton, use of shotgun, escape response, and simulated emergency situations. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Pepperball, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course.

CRTC
~~September 8-12~~ October 13-17

JAIL C.E.R.T.

The Jail CERT Basic Training schedule has been expanded for 2014. Training will continue to include instruction of hands-on team tactics specific to jail needs. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Pepperball, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course. This training will be conducted at the Graves County Jail. Please see the additional information sheet on the Corrections Training Webpage located at **http://corrections.ky.gov/depts/Training/Pages/default.aspx** under Deputy Jailer Information.

August 11 - 15

JOINT C.E.R.T.

The Joint C.E.R.T. exercise is an opportunity for C.E.R.T. Teams from across the Commonwealth to train together in one location.

CRTC
September 17-18

Additional Training Opportunities

CRIMCAST

We will work with your designated Administrator to ensure your Crimcast needs are addressed. Please contact one of our Crimcast Team Members listed below to discuss your Crimcast Administrator's specific training needs:

	Program Administrator - CRTC		
	Vacant 502-225-9755 ext. 250		
Director's Office - CRTC	CRTC	ERTC	WRTC
Tonya Raisor 502-225-9755 ext. 250 tonya.raisor@ky.gov	Shannon DeHart 502-225-9755 ext. 242 shannonc.dehart@ky.gov	Debbie Moyers 606-738-4628 ext. 1783 debbie.moyers@ky.gov	Wendy Johnson 270-388-0241 ext. 234 wendy.johnson@ky.gov

You may also email the Crimcast team at CrimcastTeam@ky.gov

FATS MILO SIMULATED SCENARIOS

The MILO Simulator is a training system that offers advanced interactive use of force scenarios for adult institutions, city and state police officers, jailers and probation and parole officers. There are also many user defined courses of fire, marksmanship drills and exercises to increase response time and accuracy.

CRTC	ERTC	WRTC
Date Yet TBD	May 5-9 December 1-5	May 28-29 October 20-21

Hospital Restraints – Train the Trainer

This course will provide trainees with basic information necessary to safely transport an offender to the hospital and supervise an offender hospitalized outside of an institution. Trainees will become familiar with CPP 9.14 – Hospital Security Protocol. The lesson emphasizes the officer's role in safety themselves, the offender, and the public. This is an 8 hour course, it has been scheduled for two days in each region.

CRTC	ERTC	WRTC
May 15-16	May 19-20	May 28-29

Additional Training Opportunities *(Continued)*

Governmental Services Center (GSC)

The Governmental Services Center (GSC) provides quality online and classroom training for all Kentucky state government employees. GSC also provides services in consultation, performance management and organizational development.

To register for a GSC class, you must obtain your supervisor's approval prior to contacting your liaison. Once you have received approval, you may contact the below listed staff at the JusticeGSC.training@ky.gov mailbox with the name of the course and the date you are requesting to attend. Once registered, GSC will notify you by email with additional information you may need. The JusticeGSC.training email box is monitored by the training staff listed below:

DOC's Primary GSC Training Liaison:
Tonya Raisor ()
(502) 564-4795 ext. 252
tonya.raisor@ky.gov
JusticeGSC.training@ky.gov

Shannon DeHart (CRTC)
(502) 225-9755 ext. 236
JusticeGSC.training@ky.gov

Debbie Moyers (ERTC)
(606)738-6133 ext. 1783
JusticeGSC.training@ky.gov

- The Governmental Services Center Course Catalog, Training Calendar, eLearning course offerings and other GSC information is available on the GSC site: https://gsc.personnel.ky.gov/Pages/Training.aspx

Location:
Governmental Services Center
400 E. Main Street on the Campus of Kentucky State University
Academic Services Building, 4th Floor
Frankfort, KY 40601
502-564-8170

Additional Training Opportunities *(Continued)*

National Institute Of Corrections (NIC)

The National Institute of Corrections is an agency within the U.S. Department of Justice, Federal Bureau of Prisons, and is led by a Director appointed by the U.S. Attorney General. NIC provides training, technical assistance, information services, and policy/program development assistance to federal, state, and local corrections agencies.

The NIC Online Training Learning Center is available **at no cost** and includes more than 250 self-paced e-courses in corrections, communication, leadership, ethics and other topics.

Below is just a sampling of the Course Titles available through the NIC Learning Center, followed by instructions for accessing the NIC Training Website:

Addressing and Redistributing E-mail

Administrative Professionals: Common Administrative Support Tasks

Administrative Professionals: Representing Your Boss

Anger Management Essentials: Managing and Controlling Anger

Anger Management Essentials: Understanding Anger

Applying Basic Data Formatting in Excel 2010

Assigning Inmates to Housing

Becoming a Manager: Leading and Communicating

Becoming a Manager: Responsibilities and Fears

Being an Effective Team Member

Business Grammar: Parts of Speech

Business Grammar: The Mechanics of Writing

Business Writing

Career Development Theory and Its Application

Conducting Effective Interviews

Effective Team Communication

Elements of a Cohesive Team

Emergency Preparedness and Response

NATIONAL INSTITUTE OF CORRECTIONS (NIC)

Establishing Team Goals and Responsibilities

Ethical Decision-making in the Workplace

Evaluating the Needs of Internal Programs and Processes

Evidence Based Practices for Supervisors

Facilitating Difficult Situations

Formatting and Working with Text in Word 2010

Getting Started with Excel 2007

Getting Started with Excel 2010

Getting Started with Outlook 2010

Getting Started with PowerPoint 2007

Getting Started with PowerPoint 2010

Getting Started with Word 2007

Goals and Setting Goals

Government Ethics

Green Business: Implementing Sustainability Strategies

Green Business: Planning Sustainability Strategies

Hostile Work Environment Harassment

Inserting Basic Charts in Excel 2010

Instructional Theory Into Practice (ITIP): No Fail Lesson Plan Construction

Integrating Change in Your Organization

Integrating Generational Differences in Managing Today's Correctional Workforce

Interpersonal Communication Skills with Correctional Offenders - Course 1

Interpersonal Communication Skills with Correctional Offenders - Course 2

Interpersonal Communication Skills with Correctional Offenders - Course 3

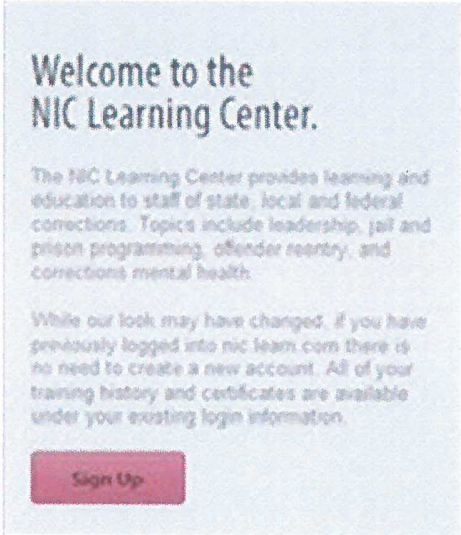
NATIONAL INSTITUTE OF CORRECTIONS (NIC)

Steps for Accessing the NIC Training Website

Step 1: Always get your supervisor's permission before accessing any state or federal website for training.

Step 2: Go to the NIC Website – http://nic.learn.com

Step 3: Click on the Sign Up button (as shown in the example below)



Step 4: Click on the Sign Up button to continue to the registration page.

Step 5: Fill in the fields that have the red * (asterisk), the required fields, and then click >Next Step on the lower right hand of the page

Step 6: Select a Password Recovery option and click save.

Step 7: Click on Catalog - > E-Courses - > Choose your category

Step 8: Start course by selecting "Click Here to Start this Course"

Step 9: Click on the "Click Here to Launch the Course"

Step 10: Click on the "Play the Standard Version of this Course"

Step 11: Choose the Begin Course button in the lower right hand corner of the window

Step 12: Read instructions on screen to start the module.