

# General Instructor Development



**Length:** 5 days

**Audience:** Staff who develop courses, lesson plans, and facilitate formal training

**Goal:** Introduce students to the fundamentals of course design, lesson plans, facilitation skills and techniques to effectively promote student engagement while managing the classroom.

The General Instructor Development course is an intensive, hands-on, 40-hour course, with likely after-hour course preparation work. This 5-day class is designed to meet and exceed the Virginia Department of Criminal Justice Services (DCJS) requirements for law enforcement instructors. It consists of five primary subject areas: the adult learner, the instructor role, lesson preparation, presentation skills, and application.

From lesson plan development to classroom facilitation, this course is designed to develop attendees into instructors/facilitators who inspire others through student involvement and engagement. Emphasis is placed on creating learning environments that develop student knowledge levels, as well as their application of learned skills.

Each attendee will independently create an agency formatted lesson plan on an assigned topic and then facilitate their developed course (15–20 minute) to the class for evaluation.

## Objectives:

- Summarize principles of adult learning
- Review and apply Bloom’s Taxonomy of Learning
- Demonstrate how to promote involvement and engagement while effectively “managing” the classroom
- Develop techniques to motivate and engage students
- Develop a lesson plan using a four-step process
- Conduct a task analysis as part of course design
- Write learning objectives containing an action verb and content area
- Format a lesson plan consistent with Agency requirements
- Deliver a 15-20 minute presentation based on student-written lesson plan
- Practice learned techniques to enhance overall communication skills
- Describe training resources and aids, and discuss their proper application
- Design test questions that measure knowledge and recall
- Relate legal issues associated with training
- Demonstrate excitement and energy in their training
- Compose an effective presentation opening
- Define techniques for capturing and holding audience attention
- Develop a plan for facilitating difficult discussions and working with challenging audiences
- Use vocal range, tone, and body language to enhance presentations
- Write a closing to a presentation that inspires action
- Create question and answer periods that promote involvement

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- Provide law enforcement subject matter expertise
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