

## **Foundation Skills for Trainers**

### **Nomination & Endorsement of Application by Agency Chief Executive Officer**

The Texas Probation Training Academy (TPTA) at the Correctional Management Institute of Texas (CMIT) in conjunction with the Community Justice Assistance Division (CJAD) of the Texas Department of Criminal Justice, the Texas Juvenile Probation Commission (TJPC) and the Texas Youth Commission (TYC) is providing Foundation Skills for Trainers workshops to assist you in developing your in-house training staff. All registration fees will be waived for this training. (Participants are responsible for travel, accommodations and meals for this training.)

The Foundation Skills for Trainers course focuses on presentation preparation techniques, program delivery and training evaluation. Topics covered include the following:

- The Context of Training
- The Context of the Learner (Learner Centered Instruction)
- Training Design
- Training Preparation
- Training Delivery Using Training Aids
- Group Management Skills
- Applying and Extending Learning from the Classroom to the Workplace

Upon successful completion, your agency will have the capacity to develop in-house curriculum tailored to your specific needs by a certified trainer.

Because this program is highly specialized and in great demand, the sponsoring agencies had requested that all applicants submit a nomination and endorsement from their respective "*Chief Executive Officer.*"

TPTA will not accept application forms that do not have the endorsement of the chief executive officer of the agency, as defined below:

- For **community corrections**. The head of the agency, such as the chief probation officer, chairperson of the parole board, executive director of the agency, or director of the department of corrections, depending on the organizational structure of the agency.
- For the **Texas Youth Commission** all Nomination Forms should be sent to the Director of Staff Development and HR Field Operations for approval and signature."
- **Individuals from private organizations** must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*

**Please note that this program is only available to individuals  
employed or regulated by CJAD, TJPC or TYC.**

# Foundation Skills for Trainers

## Nomination/Endorsement

*Nomination or endorsement must be made by the chief executive officer as defined above.*

I recommend \_\_\_\_\_ for participation in the Foundation Skills for Trainers workshop for which an application has been / will be submitted. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to effect improvement in our agency's training program.

Signature of Chief Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Title of Chief Executive Officer \_\_\_\_\_ Telephone \_\_\_\_\_

**Please submit completed form to:**

Texas Probation Training Academy

Sam Houston State University

George J. Beto Criminal Justice Center

Huntsville, TX 77341-2296

Fax: 936-294-1671

Questions? Contact Vanessa Farmer at 936-294-1639 or [vfarmer@shsu.edu](mailto:vfarmer@shsu.edu)

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