

October 2009

<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	<u>Instructor</u>
October 1	Defensive Driving	Training Academy	8:00	8 Hours	Roland Robinson
October 1	Cultural Awareness	Human Resources	8:00	4 Hours	Ardella Bearden
October 1	Performance Evaluation	Human Resources	12:30	4 Hours	Toni Bradley
October 2	Structured Interviewing	Human Resources	8:00	4 Hours	Jocelyn Hamby
October 5-9	Horsemanship for New Riders	Wrightsville	8:00	40 Hours	Earl Pepper
October 6	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	Lockie Sailer
October 7	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Patty Greenleaf
October 8	CPR	Training Academy	8:00	8 Hours	Beaumont/Sailer
October 9	Distinguished Gentlemen Seminar	Human Resources	8:00	8 Hours	Ardella Bearden
October 13-14	Introduction to Management	Training Academy	8:00	16 Hours	Lockie Sailer
October 14-15	PPCT/Defensive Tactics Refresher	Training Academy	8:00	16 Hours	Angela Bookhard
October 15-16	Management Effectiveness	Training Academy	8:00	16 Hours	Courington/Beaumont
October 19-23	Horsemanship for New Riders	Wrightsville	8:00	40 Hours	Earl Pepper
October 19	Interpersonal Communication	Training Academy	8:00	8 Hours	William Beaumont
October 19	Eomis Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
October 19	Eomis Basic	Human Resources	12:30	4 Hours	Joyce Taylor
October 20	***Advanced eOMIS	Human Resources	8:00	4 Hours	Joyce Taylor
October 20	*eOMIS Incident Report Coordinator	Human Resources	1:00	2 Hours	Joyce Taylor
October 20	Performance Evaluation	Training Academy	8:00	4 Hours	Tommy Rochelle
October 20	Administering Discipline	Training Academy	1:00	4 Hours	Tommy Rochelle
October 21	ADC Back Safety & Office Ergonomics	Human Resources	8:00	4 Hours	Russell Barker
October 22	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracy Robertson
October 22	Personal Boundaries	Training Academy	8:00	4 Hours	Lockie Sailer
October 22	Leadership, Security & Body Language	Training Academy	12:30	4 Hours	Lockie Sailer
October 27	Microsoft Word	Human Resources	8:00	4 Hours	Shelly Lawrence
October 27-28	16 hour Security for Non-Security	Training Academy	8:00	16 Hours	Sailer/Beaumont
October 27-28	**Accident Investigation & Reporting for Supervisors	Human Resources	8:00	4 Hours	Russell Barker
October 28	Basic Microsoft Power Point	Human Resources	8:00	4 Hours	Shelly Lawrence
October 29-30	The Human Element	Training Academy	9:00	12 Hours	Jackie Moore
	*Must be authorized by the Warden to attend				
	**For Non Security Supervisors & Security Sergeants and higher grades				
	***Must have completed eOMIS Training - Security				
	Additional Training				
Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	National Institute of Corrections	National Institute		Varied	
	Internet Based e-Learning Classes	of Corrections			Self-Paced
	Contact your Unit Trainer for information				
	Inter-Agency Training	Little Rock		Varied	
This monthly training schedule does not reflect all training opportunities available in the Department of Correction.					