



Minnesota Sheriffs' Association
100 Empire Drive, Suite 222
St. Paul, MN. 55103-1885
651-451-7216

Minnesota Sheriffs' Association Training Announcement

Field Training Officer - Corrections

June 26 & 27, 2025

8:00 AM – 4:30 PM

This is a knowledge program development course designed to give program participants the knowledge and skills required to systematically design, develop, and deliver effective field training for new and existing corrections employees within their agency.

The course objectives include:

- Understanding the components of a comprehensive field training program.
- Developing a process for recruiting, selecting and rewarding training officers.
- Conducting job analysis, identifying core tasks within specific jobs.
- Developing performance objectives for specific tasks.
- Developing appropriate evaluation methods and tools, and conduct proficiency testing
- Develop and implement systems of observation reports
- Demonstrate field training delivery methods

This course is intended for FTO's, trainers, managers and supervisors from all corrections disciplines.

The course curriculum is designed for those agencies that have an existing FTO program.

*****Attendees are required to bring an existing FTO module that they can demonstrate in 5-10 minutes, and their current training observation report.**

Class Location: MCIT Building 100 Empire Drive – St. Paul, MN 55103

Registration Costs: \$200 per person for the two-day course, which includes course materials and break refreshments, lunch is on your own.

Lodging: The Holiday Inn – St. Paul Downtown – 175 West 7th Street St. Paul
(group rate is under MSA Training June)

Registration: Register for this training at www.mnsheriffs.org under Jail Trainings or the MSA Events Page. Registration is limited to 24.

*If you have questions or need further information please contact:
Heather Stephens – Training Coordinator
hstephens@mnsheriffs.org * 651-204-2213 * www.mnsheriffs.org
Working for Minnesota Sheriffs since 1885*