

# **Security Staff On-The-Job Training Checklist**

<b>Employee:</b> _____	<b>Employee ID #:</b> _____
<b>Title:</b> _____	<b>First Day of Employment:</b> _____
<b>Supervisor:</b> _____	<b>Title:</b> _____
<b>Date OJT Begins:</b> _____	<b>Date OJT Ends:</b> _____
<b>CPR/First Aid Expiration Date:</b> _____ <b>or CPR/First Aid Training Date:</b> _____	

To be completed by new, transferred and re-assigned security employees.  
All sections to be completed by Supervisor or On-Site Training Coordinator (OTC)

TOPIC		DATE COMPLETED	EMPLOYEE INITIALS	SUPERVISOR or OTC INITIALS
<b>A. WELCOME TO NEW EMPLOYEE</b>				
1	DJJ Mission / Vision			
2	DJJ Core Values			
3	DJJ Wildly Important Goals			
4	Standard of conduct / ethics			
5	Review of Executive Order (see Attachment C, DJJ 8.22)			
6	Introduction of staff			
7	Chain of Command / Organizational Chart of facility/office and agency (incl. regions & districts)			
8	Tour of entire facility			
<b>B. DRESS CODE</b>				
1	Uniformed staff dress code (DJJ policy)			
<b>C. GENERAL SAFETY AND SECURITY</b>				
1	View staff orientation videos			
2	View youth orientation videos			
3	Supervision of Youth			
4	Searches			
5	Contraband (from youth, staff and visitors)			
6	Tool Control Procedure			
7	Key Control Procedure			
8	Awareness of Electronic Monitoring System (Detex or Guardman)			
9	Awareness of Count Procedures/ Accountability of Youth			
10	Youth Movement			
11	Transporting or Escorting Youth			
12	Use of logbooks			
<b>D. INTAKE</b>				
1	General intake procedures			
2	Classification of youth			
3	Medical Intake Screening			

# Job Training Checklist Template

**Karen Lawson**



## **Job Training Checklist Template:**

**Rapid Instructional Design** George M. Piskurich, 2015-01-06 The classic guide to instructional design fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials providing no nonsense practicality rather than theory driven text Beginning with a look at what instructional design really means readers are guided step by step through the ADDIE model to explore techniques for analysis design development intervention and evaluation This new third edition has been updated to cover new applications technologies and concepts and includes many new templates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years since the second edition's publication and this update covers all the major advances in the field The major instructional models are expanded to apply to e learning MOOCs mobile learning and social network based learning Informal learning and communities of practice are examined as well Instructional design is the systematic process by which instructional materials are designed developed and delivered Designers must determine the learner's current state and needs define the end goals of the instruction and create an intervention to assist in the transition This book is a complete guide to the process helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed course should do providing relevant guidance for anyone who wants to know how to apply good instructional design Eminently practical and fully up to date Rapid Instructional Design is the one stop guide to more effective instruction

**Training Fundamentals** Janis Fisher Chan, 2009-12-09 Training Fundamentals is a no nonsense practical overview of training filled with useful information best practices and proven strategies to help both new and experienced trainers develop their skills and design and deliver training that achieves results in today's rapidly changing learning environment Designed to be easy to use Training Fundamentals covers a range of topics including How training helps organizations achieve their goals What characteristics and skills a trainer needs to be successful The adult learning principles that guide all successful training programs The basics of designing developing delivering and evaluating training programs Guidelines for becoming a professional trainer The Pfeiffer Essential Guides to Training Basics is a three volume series Training Fundamentals Designing and Developing Training Programs and Delivering Training Workshops that offers new and experienced trainers a wealth of ideas information tips tools and techniques Praise for Training Fundamentals Training it sounds so simple but it's not This book provides an essential and practical foundation for designing and delivering a successful workshop It's easy to use practical and chock full of insights only a successful trainer knows Barbara Nelson principal of Nelson Communications With crisp fresh and easy to understand language Chan cuts through all the jargon and provides easy to follow guidelines for becoming a pro Terrence L Gargiulo president MAKINGSTORIES.net and author Building Business Acumen for Trainers and Trainer's Portable Mentor

**Virtual Training Tools and Templates** Cindy

Huggett,2024-09-17 A Complete Practical Toolkit for Successful Virtual Training Create the most effective virtual training solutions for your organization by using the right tools for the right learning situation In this updated edition of Virtual Training Tools and Templates online learning pioneer Cindy Huggett expands on her first edition by adding more than 80 new tools and sharing her most powerful ones to help training professionals create engaging virtual learning that leads to results Whether you re a training program manager designer facilitator or producer you ll find expert guidance on selecting the right technology working with IT colleagues designing creative programs developing activities and facilitating experiences to engage and inspire learners The new edition includes 185 checklists worksheets questionnaires templates and other training and learning aids that provide accessible effective virtual learning for everyone Tips on incorporating the latest trends in hybrid immersive and global classrooms More than a dozen tools for measuring your program s success so you can move forward with confidence Resources to make the behind the scenes work of producers and administrators more effective For a complete reference on virtual training see Cindy s companion volume The Virtual Training Guidebook second edition which offers step by step advice for planning designing and building high impact programs These two volumes combined cover what you need to know to design and deliver successful virtual training     *Digital Forensics Processing and Procedures* David Lilburn Watson,Andrew Jones,2013-08-30 This is the first digital forensics book that covers the complete lifecycle of digital evidence and the chain of custody This comprehensive handbook includes international procedures best practices compliance and a companion web site with downloadable forms Written by world renowned digital forensics experts this book is a must for any digital forensics lab It provides anyone who handles digital evidence with a guide to proper procedure throughout the chain of custody from incident response through analysis in the lab A step by step guide to designing building and using a digital forensics lab A comprehensive guide for all roles in a digital forensics laboratory Based on international standards and certifications     **Business Plans Kit For Dummies** Steven D. Peterson,Peter E. Jaret,Barbara Findlay Schenck,2013-11-14 Discover the ins and outs of constructing a winning business plan When you re establishing expanding or re energizing a business the best place to start is with your business plan Whether you want start up money from investors or are looking to expand or re energize your business a business plan will give you a defined road map to help you get your business moving Business Plans Kit For Dummies 4th Edition has been updated to give you the very latest information on today s current economy and its impact on business plans dealing with venture capitalists getting start up money in any economy incorporating social and ecological responsibility issues and developing a plan conducive to marketplace changes and advancements Refreshed examples and data sources for planning Updated ten top plans section CD includes new forms worksheets and resources If you re a small business owner investor or entrepreneur looking for expert guidance and friendly tips on developing and implementing a strategic plan to help your business succeed in any economy Business Plans Kit For Dummies has you covered Note CD ROM DVD and other supplementary materials are not

included as part of the e book file but are available for download after purchase      *A Practical Guide to Needs Assessment* Catherine M. Sleezer, Darlene F. Russ-Eft, Kavita Gupta, 2014-01-21 A Practical Guide to Needs Assessment Third Edition For fifteen years A Practical Guide to Needs Assessment has been the go to text for those who are seeking useful systematic approaches to needs assessment Needs assessment is the first step in training performance improvement and community development projects This thoroughly revised and updated edition contains a treasury of resources including a toolkit of ready to use templates and job aids that you can customize for your own use Illustrative case studies and tips show how to assess needs for individuals teams organizations government agencies and communities This book combines a how to text and reference tool for trainers performance improvement professionals and students Managers and community leaders use it to get to the root of their learning and performance problems make effective decisions and obtain support for their most pressing issues Updates to the third edition include Links to online resources including a needs assessment book that you can download for free ethical guidelines and vendors who assess individual group and organizational needs A new chapter on the complex needs assessment approach with new toolkit forms A summary of the recent advances in our knowledge about learning training and performance that you can use to quickly prepare for client meetings Guidelines on workforce surveys such as employee engagement surveys An Instructor s Guide that contains discussion questions assessments materials and new exercises for each chapter You can use this book to quickly access up to date information on the fundamentals of needs assessment including current models theories and resources You can also learn how to manage and report a needs assessment project and access professional ethical guidelines Learn five approaches to needs assessment knowledge and skills analysis job and task analysis competency based needs assessment strategic needs assessment and complex needs assessment      **Learning Paths** Jim Williams, Steve Rosenbaum, 2004-09-07 Learning Paths is a down to earth practical resource that is filled with illustrative examples methods techniques strategies processes and tools for making company wide real time training possible Created to be flexible the Learning Path approach can be customized to fit your organization no matter what its type or size Learning Paths is divided into three sections The Learning Path Methodology Walks the reader through the major steps and strategies needed for building Learning Paths Doing the Right Training Offers a wide range of strategies methods and techniques that can be targeted to the training within a Learning Path and tied to an organization s particular business needs Do the Training Right Shows how to ensure the training within a Learning Path is delivered in the most cost effective manner and introduces methods for structuring training so that it transfers to the job easily and effectively      Primary Care Training and Development Lynn Talbot, Denise Pora, 2018-08-08 This new edition of a classic text interprets normal and abnormal laboratory results for the wide range of tests that have become part of everyday clinical practice Fully updated it includes new tests such as PSA velocity and free total PSA and coeliac serology New guidelines on specific clinical conditions such as heart failure management of female infertility specific lipid monitoring in diabetes and

guidance for monitoring heart failure are also outlined      *A Blueprint for Implementing Best Practice Procedures in a Digital Forensic Laboratory* David Lilburn Watson, Andrew Jones, 2023-11-09 Digital Forensic Processing and Procedures Meeting the Requirements of ISO 17020 ISO 17025 ISO 27001 and Best Practice Requirements Second Edition provides a one stop shop for a set of procedures that meet international best practices and standards for handling digital evidence during its complete lifecycle The book includes procedures forms and software providing anyone who handles digital evidence with a guide to proper procedures throughout chain of custody from incident response straight through to analysis in the lab This book addresses the whole lifecycle of digital evidence Provides a step by step guide on designing building and using a digital forensic lab Addresses all recent developments in the field Includes international standards and best practices

How to Write Terrific Training Materials Jean Barbazette, 2013-04-17 Now you can access Jean Barbazette s systematic process for creating winning training materials that will help raise your skills to the next level The book is filled with easy to use tools and templates that answer all the questions trainers course designers and subject matter experts SMEs have about what it takes to develop training materials and how they can easily create the best training program in the shortest amount of time Jean is a master at providing her readers with new ideas and innovative approaches to the art of delivering excellent learning solutions Our field has gone through so many changes and Jean is on top of them and out in front all at the same time Bravo Beverly Kaye founder chairman of the board Career Systems International and coauthor of Help Them Grow or Watch Them Go Barbazette has done it again she has made your job easier with step by step guidelines for developing training materials Jean covers the entire process in her typical easy to follow manner simplifying the complicated and making you the hero Don t miss this one Elaine Biech ebb associates inc and author of The Business of Consulting Once again master trainer Barbazette has provided an elegantly simple step by step guide to what can often be the most tedious part of the training process writing training materials that support and expand a learner s results Both seasoned professional and newcomer will find this an easy to follow guide and valuable resource to be used over and over Eileen McDargh president McDargh Communications and author of Talk Ain t Cheap It s Priceless Barbazette is back to fill another gap in the training literature This extensive work on how and when to write training materials is chock full of templates and other tools Systematic and thorough this is an exceptional guide for those wanting to efficiently create successful training interventions Jane Bozarth Ed D eLearning Coordinator State of North Carolina and author of Better Than Bullet Points      *Guidelines for Implementing Process Safety Management* CCPS (Center for Chemical Process Safety), 2016-06-30 The 2nd edition provides an update of information since the publication of the first edition including best practices for managing process safety developed by industry as well as incorporate the additional process safety elements In addition the book includes a focus on maintaining and improving a Process Safety Management PSM System This 2nd edition also provides how to information to determine process safety performance status implement one or more new elements into an existing PSM system maintain or

improve an existing PSM system and manage future process safety performance     *Job Description Handbook, The* Margie Mader-Clark,2013-01-01 Offers managers advice on crafting effective job descriptions that accurately detail a position s responsibilities and that keep legal troubles from developing in a work that includes checklists worksheets resources and samples

**New Employee Orientation Training** Karen Lawson,2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF     **The Training**

**Design Manual** Tony Bray,2009-07-03 This workbook and the accompanying online resources provide a one stop reference manual to designing and delivering a successful training course Written in a practical and user friendly style The Training Design Manual provides both theory and practical exercises guiding the reader through the total design process from start to finish Theory and concepts are followed by practical application and a blend of text and graphics appeals to a wide range of learning styles Accompanying online material includes design templates which the reader can use to record ideas as they progress through the book so that by the end they will have a complete course design Online supporting resources include dozens of activities examples and templates     **Crafting Brewery Culture** Gary Nicholas,2023-04-11 Brewery operations

are defined by their most valuable assets their employees The importance of recruiting developing and supporting staff members cannot be overstated how you support and empower your employees makes a significant difference in the long term success of the company This book will walk you through candidate selection and best practices for training new team members It delves into professional development practices and how to build teams and fill in skill gaps It shows how an operation driven by positive reinforcement teamwork and accountability can help employees learn from mistakes and grow in responsibility It explains the difference between leadership and management and how to use each effectively to achieve a sustainable and growth centered culture A positive and resilient brewery culture will foster a resilient staff one that will

withstand changes and shocks to the business while being flexible enough to sustain periods of growth and daily operational challenges This book lays out the structural components behind such a cultural framework strategies for breathing life into this framework and a roadmap for implementing and maintaining it Finally the book s appendixes offer working templates for everything from interviews to training plans and performance assessments to goal setting Whether your brewery is looking at safety quality or financial targets success doesn t come from what you measure Success is about what your team does every single day Build a culture build a team and build a successful future Managing the Training Function For Bottom Line Results Jean Barbazette,2008-05-14 This book presents time saving strategies tactics and a host of job aids to get the best result from the corporate learning function It will serve both as a must have reference tool and as a practical survival guide for workplace learning professionals who face unique challenges in accomplishing their responsibilities Several strategies and tactics are offered to organize the roles and responsibilities of the training function There s authoritative advice too for managing the function including staff management communicating expectations setting the learning agenda coaching subject matter experts hiring consultants and vendors managing content working with learning portals setting up and managing a learning resource center marketing and building internal support for training and integrating learning into the business

The Computer Based Training Handbook William W. Lee,Robert A. Mamone,1995 The Art of Great Training Delivery Jean Barbazette,2006-04-20 The Art of Great Training Delivery is designed to help trainers move their training and facilitation skills to the next level of performance Written by Jean Barbazette an expert in the field of training and development this vital resource is filled with down to earth advice and illustrative examples for selecting and using a variety of training methods Her advice helps trainers create the best learning experience that will improve learner retention The book covers a wealth of topics including how to use case studies conduct inventories exercises games and simulations facilitate role plays as well as conduct effective and safe demonstrations and administer tests The Art of Great Training Delivery is a volume in The Skilled Trainer series Praise for The Art of Great Training Delivery What a gift to the training profession Once again Jean has packaged valuable tips tools and techniques to make every trainer s life easier and more complete From setting a learning climate to administering tests selecting an icebreaker to completing follow up how to facilitate case studies and role plays enhancing your training style it s all here Add a CD for good measure and you have a bundle of brilliant basics you ll wonder how you ever lived without them Elaine Biech ebb associates inc author Training for Dummies and The Business of Consulting The Art of Great Training Delivery is a complete guide for training success Jean not only covers all the bases but provides nuggets of training wisdom that will last an entire career An invaluable resource for new and veteran trainers Mel Silberman Ph D author Training the Active Training Way and Active Training Perfect for anyone who wants a detailed analytical approach to training with enough tools and examples to make the concepts applicable to any training program Written for both the new as well as experienced trainer there is something for everyone in this



thoroughly documented and researched book Sharon Bowman author The Ten Minute Trainer     Training Needs Assessment Jean Barbazette,2006-01-20 This book covers the essentials of needs analysis from the emerging trainer s perspective by providing just the right amount of support and knowledge without going too deep into the subject The topics covered include when and how to do a training needs analysis using informal and formal analysis techniques goal task and population analysis and how to develop and present a training plan for management approval Each chapter includes appropriate data gathering tools The Skilled Trainer series provides practical guidance for those who ve had some exposure to training and would like to take their career to the next level     **Local Economic and Employment Development (LEED) Measure, Manage and Maximise Your Impact A Guide for the Social Economy** OECD,European Union,2024-04-15 This guide offers a simple straightforward approach for social economy entities to measure manage and ultimately maximise their impact and to prioritise the use of findings for strategic organisational learning and improvement

The Top Books of the Year Job Training Checklist Template The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Job Training Checklist Template : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Job Training Checklist Template : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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