Lesson Title: Teaching Skills Development
Course: FTO School
Date: 03/15/05
Duration: 1 (1.5) hour(s)
Location Presented: PSTF
Method of Presentation: Lecture/Demonstration
Objectives: See attached PP Slides
Instructor References: IDS Manual, DCJS FTO Instructor Manual

Methods & Aids: Lecture
Teaching Skills Development

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Objectives

At the conclusion of this module of training the adult learner will be able to list orally or in writing:

1. The need for and the process of developing effective communication.

2. The main components of good interpersonal communication.

3. Barriers to communication and ways to overcome them.
Objectives


5. Describe orally the process of developing Instruction Design.
Effective Need For Communication

- So the F.T.O. can build on the trainee’s experiences from the academy.
- So the recruit will understand the objectives of the training.

Objective 1
Effective Need For Communication

- To keep the trainee **motivated** to learn.
- To keep the trainee informed of their progress in the program.

Objective 1
The Main Components of Good Communication

- Calm, approachable demeanor.
- Good, active listening skills.
- Open mindedness.
The Main Components of Good Communication

- Sensitivity to concerns and needs.
- Non-threatening body language/facial expressions.
- Good speaking skills/command of language.
Barriers to communication

- Personal conflicts
- Language
- Understanding caused by perceived differences in culture, age, gender, education, values, etc.
- Fear

Objective #3
Characteristics of Interpersonal Styles

- Assertiveness
- Passive Behavior
- Aggressive behavior
Assertive Behavior

- Balanced behavior
- Attentive eye contact
- Attack problems
- Look for solutions
- Transmit and receive information
Passive Behavior

- Extreme behavior
- Looks away
- Receives information
- Retreats from problems
- Victorized
- Non-confrontational
Aggressive Behavior

- Extreme behavior
- Stares and glares
- Transmits only
- Attacks people, blames
- Looks for victims
- Confronts other as judge
Communication

- 7% of what we communicate is words
- 37% of what we communicate with words is tone of voice.
- 56% of what we transmit is facial expression and body language.
This means that the real message is not in words but in our tone of voice and body language!
Unconditional Positive Regard

- The speaker must project non-verbally, that the listener is most important while the conversation is going on.

*Dr. Carl Rogers*
Unconditional Positive Regard

Communicated Four ways:
- The forward leaning position
- Eye contact
- Relative positioning
- Parroting
Ways to Overcome Barriers

- Establish rapport.
- Create positive atmosphere.
- Effective feedback.
Ways to Overcome Barriers

- Recognize the responsibility to maintain open lines of communications through your effective and professional attitude (verbal).
- Non-verbal behavior.
Question?

When and why would an FTO create a lesson plan or teaching outline during training?
Lesson Planning

- Set objectives
- Enables you to make an orderly, logical presentation of lesson material in fulfillment of instructional goals or objectives.
- Set standardize training from one instructor to another.
- Document the training.

Objective #4
Why Develop An Instructional Systems Design?

- To enhance consistency
- To enhance standardization of training
Steps in Instructing

- Rehearsal
  - Testing the competency of the lesson plan.

- Preparation
  - Preparing the recruit to receive the information.

- Presentation
  - Give the recruit the new information.

- Application
  - Allow the recruit to apply new knowledge.

- Test
  - Check the ability of the recruit after instruction.
Instructional System
I.P.A.T.

- **Introduction** - Performance objectives are explained.
- **Presentation** - Impart the new knowledge or skills.
- **Application** - Opportunity to put to use the new information.
- **Test** - Evaluation of progress - holds the learner accountable.

Objective #5 continued
Use this form to assist you with your ten minute presentation on Wednesday afternoon and Thursday.

- Introduction
- Presentation
- Application
- Test

SAMPLE INSTRUCTIONAL DESIGN FORM

Recruit Officer Name: __________________________
FTO Name: __________________________
Training Date:_______ Time:_______
Location:__________________________

Objective/Goal:
__________________________

Presentation:
__________________________

Application/Practice:
__________________________

Testing Method:
__________________________

Resources:
__________________________

(Attach resources or other handouts)

Guy A. Rossi
Teaching Skills Development

Handout
Determine Design & Style

- Cost effective
- Time issues
- Class Size
- Instructor styles
- Learning styles
- Environment
- Document what works and what doesn’t
Class Presentation

- Five to Ten minute presentation on any police related topic.
- Present objective/goal
- Presentation/Delivery
- Knowledge
- Interaction
- Summary
Public Speaking

- National survey was taken on fears.
- Public Speaking was #1
- Fear of dying was #7
- Most important - Proper planning prevents poor performance!
Introduce Self

- Who are you?
- What makes you qualified?
- Why information is important?
How Do I Reduce Anxiety?

☐ Some anxiety is normal even for most gifted presenters.

☐ Preparation can reduce fear up to 75%.

☐ Relaxation - BREATHE!

☐ Good mental state.
“There are two types of speakers... those that are nervous and those that are liars.”

...Mark Twain
Lesson Five Review

1. The need for and the process of developing effective communication.
2. The main components of good interpersonal communication.
3. Barriers to communication and ways to overcome them.
5. Describe orally the process of developing Instruction Design.