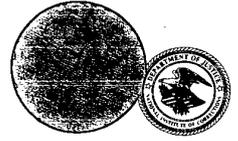


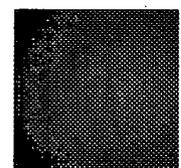
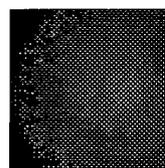
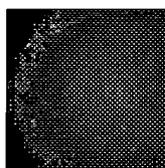
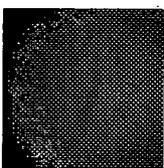
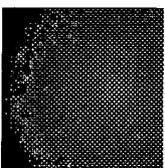
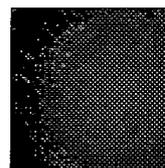
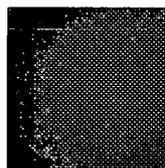
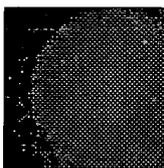
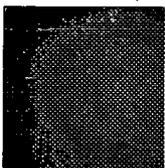
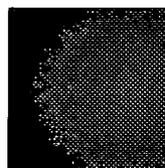
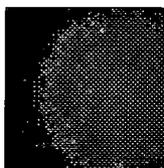
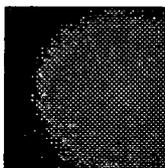
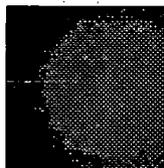
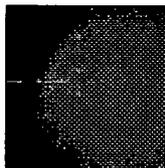
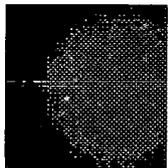
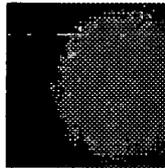
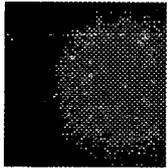
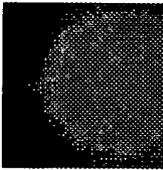
U.S. Department of Justice
Washington, D.C.



National Institute of Corrections

Office of Juvenile Justice
and Delinquency Prevention

Schedule of Training Services for Juvenile Corrections and Detention Practitioners



163896

July 1996

National Institute of Corrections

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Office of Juvenile Justice and Delinquency Prevention,
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NOTICE

The National Institute of Corrections (NIC) is fully committed to Equal Employment Opportunity and to ensuring representation and full utilization of minorities, women, and disabled persons in the workforce. NIC recognizes the responsibility of every employer to have a workforce that is representative of this nation's diverse population. To this end, NIC urges agencies to provide the maximum feasible opportunity to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they may perform at their highest potential and advance in accordance with their abilities. NIC will look favorably upon applications for seminars where nominees for training include fair representation of women, minorities, and persons with disabilities.

FOREWORD

We are pleased to provide this issue of the Schedule of Training Services for Juvenile Corrections and Detention Practitioners. It describes the seminars, technical assistance, videoconferences, and other training services available from the National Institute of Corrections (NIC) Academy through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

This is the sixth year that OJJDP has entered into an agreement with NIC to provide services. Both agencies strongly believe that juvenile corrections and detention practitioners should have opportunities for high-quality training and training-related services. We hope that the offerings, based on input from the OJJDP Training Committee, meet your needs.

We look forward to your participation in the seminars, videoconferences, workshops, and other activities.

*Morris L. Thigpen
Director
National Institute of Corrections*

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NIC/OJJDP
Training Committee

NIC and OJJDP would like to acknowledge the work of the following individuals who serve on the Training Committee to make recommendations on programs and services offered through this interagency agreement.

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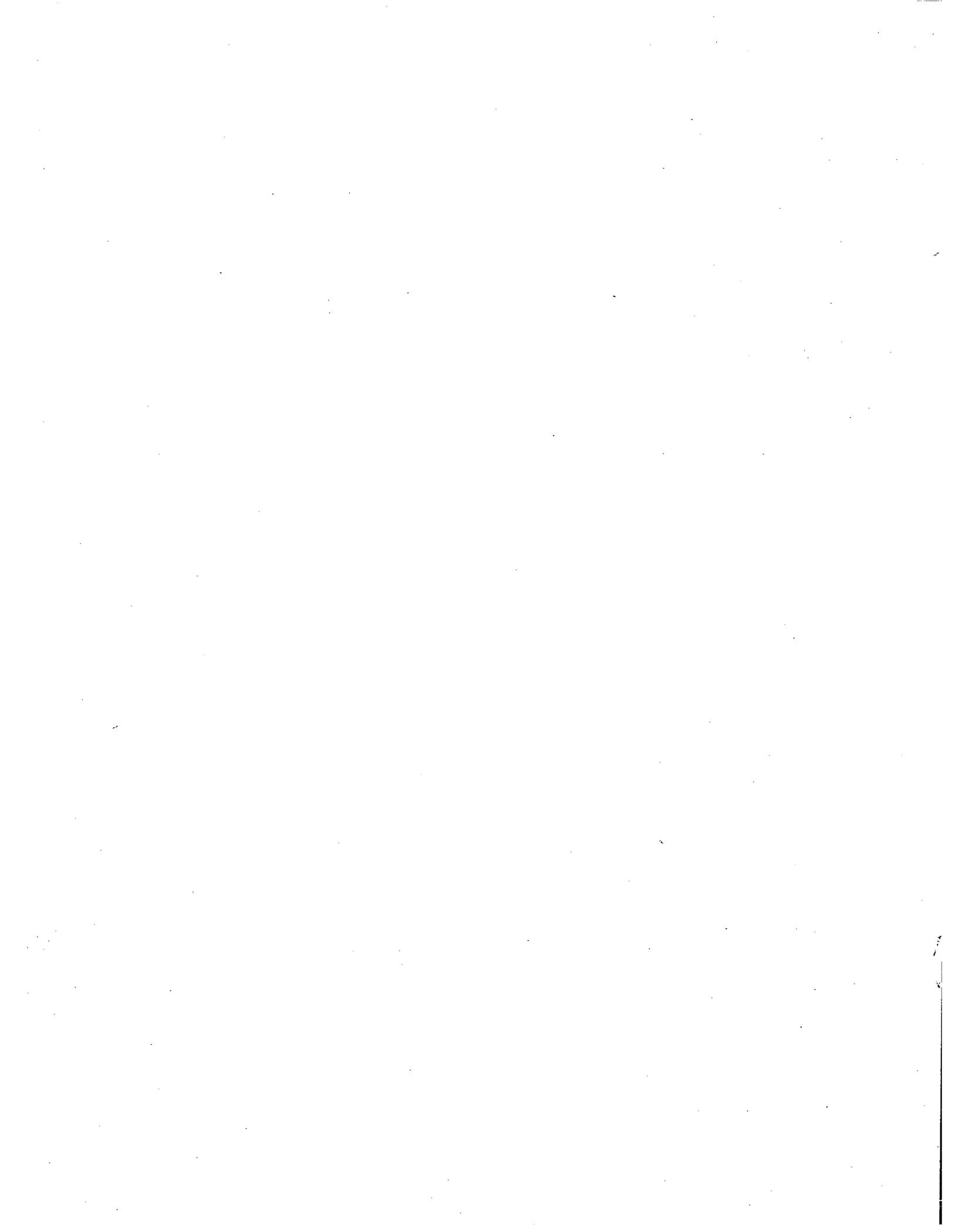
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CONTENTS

GENERAL INFORMATION AND APPLICATION PROCEDURES	1
Logistics and Costs	1
Eligibility and Application Procedures	1
Endorsement of Applications for Training	2
Selection of Applicants	2
Continuing Education Units	2
Cancellations	2
SEMINARS	3
Correctional Leadership Development	3
Executive Training for New CEOs of Juvenile Agencies	4
Critical Issues for Executives in Juvenile Corrections	4
Executive Training for New Facility Directors	5
A Systems Approach to Managing Violent and Disruptive Juvenile Offenders	6
Services and Programs for Juvenile Female Offenders	6
Training for Trainers: Training Design and Development	7
REGIONALIZATION	8
Goals	8
Organization	8
Juvenile Justice Volunteer Regional Field Coordinators	8
VIDEOCONFERENCES AND DISTANCE LEARNING	9
Evolving Leadership Practices in Juvenile Justice	9
Impact of Current Philosophy and Decisions on Corrections	10
Distance Learning: Cognitive Approaches to Changing Offender Behavior	10
OJJDP Videoconferences	11
OTHER ACTIVITIES	11
Technical Assistance	11
Conference Workshops	11
APPLICATION FOR NIC/OJJDP TRAINING (Form A)	13
SITE REGISTRATION FOR NIC/OJJDP VIDEOCONFERENCE (Form B)	15



GENERAL INFORMATION AND APPLICATION PROCEDURES

Through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the National Institute of Corrections (NIC) is offering training and related services for practitioners in juvenile corrections and detention for the sixth year. The activities will be coordinated by the NIC Academy in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through April 1997. The NIC Academy and OJJDP have worked closely with an appointed Training Committee of juvenile corrections and detention leaders from throughout the nation to identify the training priorities of the field. The seminars and services described in this document were chosen based on the training needs identified at the National Juvenile Justice Training Needs Assessment Forum in November 1994.

The seminars were developed or adapted specifically for juvenile justice practitioners. Each seminar provides several days of intensive training, including small and large group discussions, group exercises, and shared experiences. In most cases, participants develop individual action plans or initiate projects they can implement when they return home. Upon full participation in an NIC Academy seminar, participants receive a Certificate of Attendance that documents their professional training.

By providing leadership and assistance to the field of corrections, NIC serves as a catalyst for interaction among correctional agencies, other components of the criminal justice system, public policymakers, and concerned public and private organizations. Through training and related activities, the NIC Academy promotes constructive organizational change and full use of resources.

OJJDP is committed to working in partnership with government agencies, professional organizations, community groups, and private citizens to create opportunities and conditions that enable young people to mature into healthy, self-sufficient adults while protecting society from juvenile crime and violence.

Programs undertaken by OJJDP share a common purpose—to have a positive and practical impact on the serious problems affecting youth today. This goal underlies OJJDP's efforts to prevent delinquency; improve the effectiveness of juvenile and family courts, detention, corrections, and after-care; provide alternatives to youth at risk of delinquency; reduce the number of school dropouts; prevent child abduction, abuse, and exploitation; and provide appropriate sanctions for serious, violent, and chronic juvenile offenders.

Logistics and Costs

Most of the seminars offered by the NIC Academy are conducted at the Raintree Plaza Hotel and Conference Center in Longmont, Colorado. All participants are required to reside at the training site for the duration of the program, regardless of the proximity of their homes to the training site.

There are no registration, tuition, or materials fees associated with Academy training. Additionally, for seminars conducted in Longmont, Colorado, the costs of participants' air travel, lodging, and meals are paid by NIC through the interagency agreement with OJJDP. Those traveling to Longmont by means other than air will be reimbursed up to an amount that would have been incurred for airfare at government rates.

Longmont is served by the Denver International Airport. Regularly scheduled ground transportation is available for the approximate 1½-hour Denver/Longmont trip. *Participants are responsible for the costs of ground transportation to and from their point of departure and to and from Denver.*

The Academy will provide detailed information concerning air travel, ground transportation, and lodging arrangements for each seminar upon notification to the applicant of his/her acceptance for participation. Participants are requested to indicate any special dietary restrictions, physical limitations that require special arrangements, or smoking preference.

Note: The Correctional Leadership Development and Executive Training for New Facility Directors seminars will be conducted at regional locations, and participants will be responsible for all travel expenses. The Academy will cover costs of lodging and meals.

Eligibility and Application Procedures

The seminars described in this document are open to juvenile corrections and detention personnel from the 50 states; the District of Columbia, and U.S. territories and commonwealths. Individuals who meet the eligibility requirements and are interested in participating in a seminar should complete the application (Form A) at the end of this document, attach the supplementary materials required in the course description, obtain the necessary endorsement as described below, and mail or fax the application to the National Institute of Corrections Academy. **All applications must be received at the Academy by the due date**, but early submission of applications is strongly encouraged.

Endorsement of Applications for Training

The Academy will reject as "incomplete" application forms that do not bear the endorsement of the chief executive officer or the administrator of the agency, as defined below.

- For **detention center practitioners**—the administrator of the detention center or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- For **secure facility/training school practitioners**—the director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion program practitioners**—the chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community/diversion program, or director of the state department of juvenile corrections, depending on the organizational structure of the agency.

Selection of Applicants

Applicants should note that in order to maximize the learning experience, enrollment in each seminar is limited. Applicants are selected and assigned to seminars on the basis of: 1) their meeting the individual eligibility criteria, and 2) the NIC Academy's desire to maintain a broad cross-representation of men and women, racial and ethnic minorities, and geographical locations. In addition, the Academy attempts to maintain a balance between state and local practitioners and

among applicants from the different juvenile corrections and detention work settings.

The National Institute of Corrections has a policy to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability in programs or activities funded or conducted by the Institute. Administrators are therefore encouraged to consider nominating qualified minorities, women, and employees with disabilities for participation in these seminars.

Continuing Education Units

Continuing Education Units (CEUs) are available through Indiana University at South Bend following completion of most NIC seminars. One CEU is awarded for every 10 hours of training. Interested participants receive applications for CEUs at the end of the seminar and mail them, along with a fee, to the University. While CEUs cannot be applied toward academic degrees, they are recognized as evidence of training and commitment to increasing professional skills.

Cancellations

The National Institute of Corrections reserves the right to cancel seminars with reasonable notice to participants. If, after acceptance to a training program, a participant is unable to attend, the NIC Academy **must** be notified as soon as possible. No substitutions may be made by the state or local agency, and all airline tickets provided by the Academy must be returned.

This Document Available on Computer Diskette and Internet

This *NIC/OJJDP Training Schedule* is available to agencies on computer diskette (WordPerfect 6.0/6.1). To obtain a copy on disk, mail either a 5¼" or 3½" blank diskette to the Academy, marked Attn: OJJDP Schedule on Disk. The disk can be used for producing additional hard copies of the document or transmitting it to staff electronically.

The document is also available on the Internet. Connect to the Department of Justice gopher server, *gopher.usdoj.gov*. From the menu, select the National Institute of Corrections, then Training Information.

SEMINARS

Correctional Leadership Development

— a 72-hour regional seminar to develop leadership skills needed in juvenile justice

To deal with the many complex issues in juvenile justice, juvenile corrections and detention administrators must be leaders as well as skilled managers. This seminar is designed to enhance their leadership skills and ability to effectively manage the many converging challenges they face.

Elements of the program include:

- The research-based Leadership Challenge model, which develops five key areas of leadership practice;
- Assessment of individual leadership practices, including analysis of observations of others in the agency, and planning for personal leadership skills development;
- Elective skill-building workshops that address each of the five leadership areas;
- Interaction with consultants who are recognized leaders in the juvenile justice field and who model effective leadership practices;
- Design of a leadership development plan to guide participants' application of learning and personal development after the seminar.

Participants will complete several assignments before the seminar, including working with their agency's chief executive officer to identify issues and trends that challenge the leadership of the agency. Participants may address these issues and



trends during the seminar and in creating their leadership development plans.

Participants are expected to present their plans to their CEO after the seminar. Participants and agency CEOs must agree to provide NIC access to impact evaluation information related to the plan.

The NIC Academy will cover the costs of participants' lodging and meals during the seminar. **Participants or their agencies are responsible for travel expenses.**

WHO SHOULD ATTEND

Individuals with management responsibility for a state or local juvenile corrections facility, detention center, or community corrections/diversion program district or regional office, or administrators with similar levels of responsibility for agency support functions. Deputies of these administrators will also be considered if their applications are supported by a recommendation from the chief executive officer of the state or local agency indicating that the deputy is in line for additional management responsibility.

APPLICATION REQUIREMENTS

The application process for this seminar will be conducted in two phases:

Phase I: Applicants must complete the application form, supplementing it with a description of their duties and responsibilities and a current organization chart that clearly indicates their role in the agency. (Applicants must submit only one application to be considered for both seminars. If applicants cannot attend on a particular date given, they should so indicate at item 19 on the application form.)

Phase II: Selected applicants must complete pre-seminar assignments, which include meeting with their agency's chief executive officer, distributing Leadership Practice Inventory instruments to observers within their agency, preparing a short verbal presentation, and completing a "personal best leadership experience" questionnaire.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D103	Sep 17-27, 1996	Jul 19, 1996
97-D101	Jan 7-17, 1997	Oct 11, 1996

Note: Sites for the seminar have not yet been identified. The Academy is seeking sites in the midwest and southeast parts of the country. Agencies interested in hosting one of the seminars should contact Judith Blair or Rob Bresciani at the NIC Academy, (800) 995-6429.

Executive Training for New CEOs of Juvenile Agencies

— a 20-hour seminar on critical issues for new chief executive officers of juvenile corrections agencies

Chief executive officers of juvenile corrections agencies occupy key positions of leadership. They are responsible for the administration of difficult, complex, and changing organizations. They are expected to integrate and represent the mission, vision, and values of the organization as well as administer all of its functions.

This seminar provides a forum in which new CEOs have the opportunity to discuss many of the critical issues related to their new positions. The peer training format entails a series of presentations by experienced CEOs in juvenile corrections, followed by discussions with the participants.

Topics may include:

- Adopting effective leadership strategies;
- Analyzing the agency via its mission, goals, and objectives;
- Determining management priorities;
- Planning for contingencies;
- Developing and managing fiscal and human resources;
- Leadership in a changing correctional organization.

WHO SHOULD ATTEND

Chief executive officers of juvenile corrections agencies who were appointed during the past year.

APPLICATION REQUIREMENTS

Those interested in attending should submit the application form (A).

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
97-D401	Nov 12-15, 1996	Sep 3, 1996

Critical Issues for Executives in Juvenile Corrections

New

— a 20-hour follow-up seminar for chief executive officers of juvenile corrections agencies

This seminar provides an opportunity for former participants of *Executive Training for New CEOs of Juvenile Agencies* to explore emerging issues common to juvenile corrections agencies and to develop potential strategies for addressing them. Based on a training needs assessment of CEOs, several topics will be selected to serve as a catalyst for discussion and provide focus points for the seminar.

The seminar uses a peer training model, with experienced facilitators guiding the exploration of, and strategy development for, each issue. The issues may include:

- Developing, managing, and auditing contracted services;
- Gender-specific services;
- Managed care;
- Over representation of minority offenders in juvenile justice;
- One-stop community-based programs;
- Juvenile transfers to adult criminal courts.

WHO SHOULD ATTEND

Chief executive officers of juvenile corrections agencies who have previously attended the *Executive Training for New CEOs of Juvenile Agencies* seminar.

APPLICATION REQUIREMENTS

Those interested in attending should submit the application form (A).

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
97-D1401	Feb 2-5, 1997	Nov 6, 1996

Executive Training for New Facility Directors

— a 36-hour regional seminar to develop effective management and leadership skills

Directors of juvenile corrections/detention facilities play a critical role in carrying out the juvenile justice system's operations and responsibilities. Facility directors must manage and lead staff effectively in order to establish and maintain a safe and secure facility that provides juvenile inmates with necessary services, programs, custody, and care.

This seminar develops the skills needed to effectively manage a juvenile corrections/detention facility. Topics include:

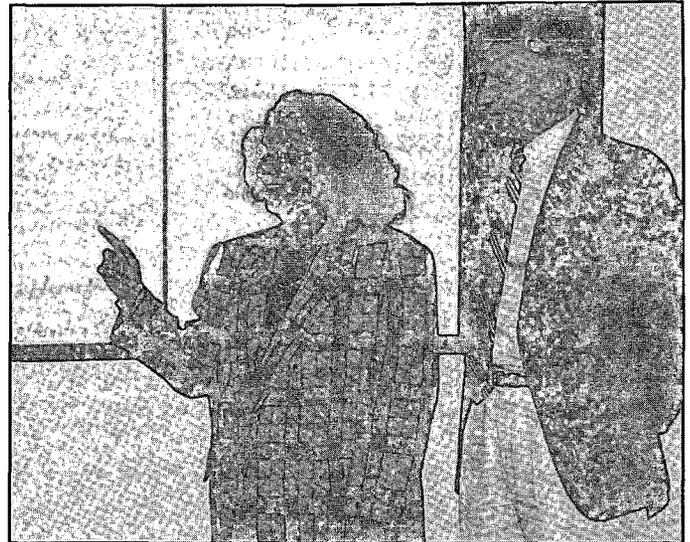
- The role of the director/superintendent as leader and decisionmaker,
- Individual leadership and management practices,
- Managing today's workforce,
- Critical issues and trends in juvenile justice,
- Applying learnings to guide personal development.

The seminar uses a highly interactive peer training model with consultants who are recognized leaders in the juvenile justice field and who have successfully managed and led juvenile corrections/detention facilities. Participants are required to complete several assignments before the seminar, including identifying a current agency problem. They develop a plan to address the problem during the seminar and are expected to present the plan to their agency managers after the seminar.

The NIC Academy will cover the costs of participants' lodging and meals during the seminar. **Participants or their agencies are responsible for travel expenses.**

WHO SHOULD ATTEND

Recently appointed directors or superintendents of state or local juvenile corrections or detention facilities.



APPLICATION REQUIREMENTS

The application process for this seminar will be conducted in two phases:

Phase I: Applicants must complete the application form, supplementing it with a current facility organization chart and a description of their juvenile corrections or detention facility, including bed capacity, inmate population, programs provided, and facility staffing.

Phase II: Selected applicants must complete pre-seminar assignments, including development of a project proposal to address a management issue at their facility or an issue that affects all facility operations in their agency. They must meet with their supervisor and their agency CEO prior to the seminar to gain support and approval of the proposed project.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
97-D301	Apr 13-18, 1997	Jan 10, 1997

Note: A site for the seminar has not yet been identified. The Academy is seeking a site near a juvenile residential facility in order to include a facility tour as part of the training. Agencies interested in hosting the seminar should contact Judith Blair or Rob Bresciani at the NIC Academy, (800) 995-6429.

A Systems Approach to Managing Violent and Disruptive Juvenile Offenders

— a 36-hour seminar on managing juvenile offenders in a detention or commitment facility

Violent and disruptive offenders not only threaten security and the safety of staff and residents, but they consume a disproportionate amount of staff time and institutional resources. Individualized programming has been shown to be effective in managing such offenders.

This seminar covers the common characteristics of violent and disruptive juvenile offenders, programming approaches, and the impact of various management strategies on the conduct of aggression-prone youth. Issues related to transitioning these offenders to an open population and the needs of staff working in a secure juvenile facility are discussed.

Participants learn to:

- Use a systematic approach to plan and develop programs,
- Articulate the values and beliefs upon which they will build a philosophical foundation and mission to manage violent and disruptive juvenile offenders,
- Assess a variety of recognized programming models for compatibility with their expressed philosophical base and agency mission,
- Develop specific tactics within the context of a management plan to implement chosen models and strategies,
- Employ a classification model that enables individualized programming to succeed.

WHO SHOULD ATTEND

Two-person teams of juvenile corrections and detention managers who are responsible for housing violent and disruptive offenders and wish to establish a system of programming in their operations. Teams should include an administrator responsible for operations and a program manager or clinician responsible for the development and implementation of programming at the facility.

APPLICATION REQUIREMENTS

Each team member must complete an application form, but only one supplementary statement for the team is required. The statement must describe: 1) each team member's position and responsibilities, specifically as related to the management and care of violent and disruptive juvenile offenders; 2) the number of staff they supervise; and 3) how this seminar will benefit them and their agency.

**SEMINAR
NUMBER**
97-D701

**SEMINAR
DATE**
Mar 9-14, 1997

**APPLICATION
DUE DATE**
Dec 13, 1996

Services and Programs for Juvenile Female Offenders

— a 36-hour seminar on services and programs for adolescent female offenders

The ability of the juvenile justice system to deal effectively with incarcerated adolescent female offenders has long been a topic of discussion among practitioners. With the growing number of girls in the system and the increased concern about violent acts committed by girls, new approaches are necessary.

This seminar examines the programs and services offered to girls detained or committed to state and local facilities within the context of current research and theory about girls' development and gender differences in thinking, learning, interacting, and behaving. It uses experiential learning processes, including group discussion and interactive small group and team projects. Participants analyze current practice, synthesize that knowledge and experience into specific program concepts, and generate recommendations to improve existing operations.

Topics include:

- Gender bias in the juvenile justice system,
- Impact of cultural sexism in girls' development,
- Gender differences in child and adolescent development,
- Gender equity in educational environments.

WHO SHOULD ATTEND

Juvenile corrections, detention, or community corrections managers who develop and operate programs for girls or who train and supervise others who work directly with girls.

APPLICATION REQUIREMENTS

Applicants must attach to their applications a statement describing: 1) their current position and responsibilities, including the number of staff they supervise; 2) how this seminar relates to their position; 3) their agency's concerns about programs and services for juvenile female offenders; and 4) how this seminar will benefit them and their agency.

**SEMINAR
NUMBER**
97-D1001

**SEMINAR
DATE**
Feb 9-14, 1997

**APPLICATION
DUE DATE**
Nov 15, 1996

Training for Trainers: Training Design and Development

— a 36-hour seminar on designing and developing lesson plans

This seminar reflects the Instructional Theory into Practice (ITIP) model. It focuses on designing and developing lesson plans that include performance objectives at the application level and use advanced instructional strategies. It begins with a review of learner-centered instruction and adult learning theory.

It then addresses:

- Conducting needs assessments,
- Writing performance objectives,
- Developing instructional strategies,
- Designing training aids,
- Using appropriate evaluation methods.

As a culminating activity, participants develop and present a module of instruction.

WHO SHOULD ATTEND

Trainers who have completed a basic training for trainers course (of at least 40 hours with presentation of a prepared lesson plan) and who have subsequent experience conducting training for juvenile justice staff.

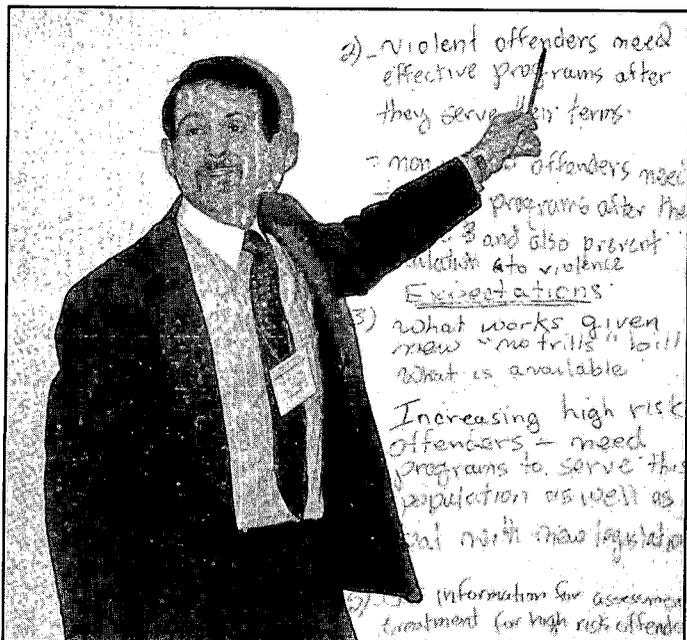
APPLICATION REQUIREMENTS

Applicants must attach to their applications a copy of a certificate or other document showing they completed a basic training for trainers course.

SEMINAR
NUMBER
97-D1301

SEMINAR
DATE
Dec 8-13, 1996

APPLICATION
DUE DATE
Sep 20, 1996



REGIONALIZATION

Regionalization is an NIC-supported program that relies on correctional trainers to provide professional development, resource sharing, and networking opportunities to their peers in their region on a volunteer, collateral basis. To enable NIC to address juvenile corrections and detention trainers' needs, the Academy expanded its Regionalization program to include trainers from juvenile justice.

Goals

The goals of the expanded Regionalization effort are to:

- Increase training opportunities and services in adult corrections and juvenile justice;
- Strengthen training-for-trainers programs in adult corrections and juvenile justice;
- Maintain a coordinated regional communications network among the Academy staff and trainers in state, local, and federal adult corrections and juvenile justice agencies;
- Expand the dissemination and use of Academy-designed curriculum packages and training technologies;
- Maximize the use of federal funding available for training through cooperative programs with state and local prisons, jails, community corrections, juvenile justice agencies, and the Federal Bureau of Prisons.

Organization

Each of the four regions of the United States designated by the Academy (Northeastern, Southern, Central, Western) approximates two of the regions designated by the International Association of Correctional Training Personnel. Each region has eight volunteer Regional Field Coordinators (RFCs)—two each from juvenile corrections or detention, adult prisons, adult jails, and adult community corrections—to plan regional meetings and coordinate the training networks. Two Federal Bureau of Prisons trainers participate in each region as well.

RFCs are selected through an application process that includes endorsement by their chief administrators to assure they will have agency support in carrying out their collateral duties as an RFC. Correctional specialists at the NIC Academy work closely with the RFCs to facilitate the planning and organization of regional training and communication activities. In addition, the Academy provides:

- Support for the eight state and local RFCs from each region to attend an annual planning meeting in Longmont, Colorado;
- Support for each region to offer seminars and other activities to build training capacity within the region. These activities include curriculum fairs to share training curriculums, train-the-trainer workshops, and training materials development.

Juvenile Justice Volunteer Regional Field Coordinators

Juvenile justice practitioners with questions regarding training opportunities and services in their region should contact the appropriate RFC identified below. Those interested in serving as a Regional Field Coordinator should request an application from the Regionalization Coordinator at the Academy by August 1, 1996.

Northeastern Region (*Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia*)

Terry Keith Smith, Senior Training Technician
New York State Division for Youth
470 East 161 Street
New York, NY 10451
(718) 993-5350 No fax.

Central Region (*Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin*)

William Kendrick, Jr., Assistant Director
Detention Services Division
115 Cisco Road
Lexington, KY 40504
(606) 253-1584 Fax: (606) 231-1710

Tami McGee, Assistant Director
Training and Development
Kentucky Educational Collaborative
for State Agency Children
300 Stratton Building
Richmond, KY 40475-3131
(606) 622-6552 Fax: (606) 622-6399

Southern Region (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Puerto Rico, Virgin Islands)

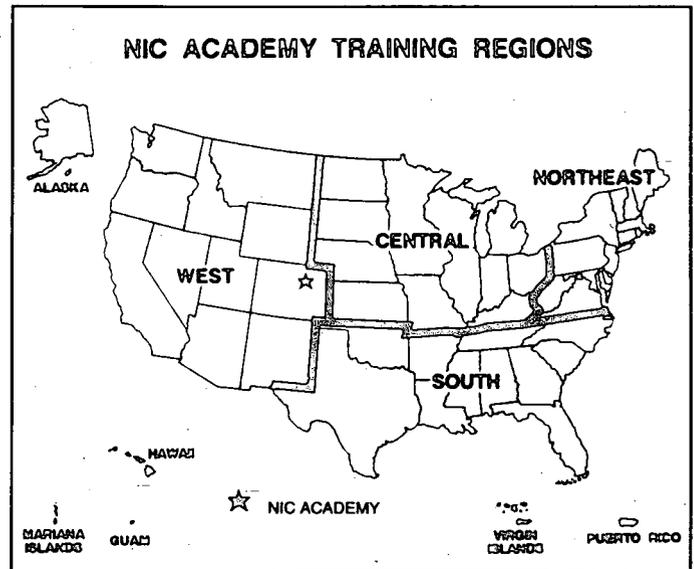
Parkes Casselbury, Director of Quality Management
Tennessee Department of Youth Development
9th Floor Gateway Plaza
710 James Robertson Parkway
Nashville, TN 37243
(615) 741-9206 No fax.

Leslie LeMaster, Staff Development Specialist III
North Carolina Division of Youth Services
705 Palmer Drive, P.O. Box 29527
Raleigh, NC 27626-0527
(919) 733-3011 Fax: (919) 733-1045

Western Region (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam, Mariana Islands)

Merit A. Cook, Social Services Consultant
for Training and Staff Development
Department of Family Services
Hathaway Building, Room 317
Cheyenne, WY 82002
(307) 777-3659 Fax: (307) 777-5366

Winnie Ore, Training Officer
Montana Department of Corrections
P.O. Box 201301
Helena, MT 59620-1301
(406) 444-7795 Fax: (406) 444-4920



VIDEOCONFERENCES AND DISTANCE LEARNING

The Academy will conduct two 2-hour videoconferences and will present its first multi-part distance learning program based on videoconferencing. Videoconferences (one-way video, two-way audio) are transmitted live via satellite and require downlink equipment (satellite dish). Typically an unlimited number of sites anywhere in the continental United States may participate. Although there are opportunities for participants to telephone questions to the presenters, emphasis is on conveying timely information to a broad audience.

The Academy will cover all costs for uplinking to the satellite and telephone time for questions and will provide a camera-ready copy of participant materials. Participating agencies must provide the downlink-equipped meeting room to receive the videoconference, a telephone, and duplication of participant materials. (Agencies that do not have their own downlink can usually use a downlink-equipped meeting room at a local community college, hotel, or government agency.) Agency site coordinators will receive a copy of the *Videoconference Site Coordinator's Guide*, which contains detailed information on all aspects of coordinating a live videoconference.

EVOLVING LEADERSHIP PRACTICES IN JUVENILE JUSTICE

This 2-hour interactive videoconference addresses the changing roles of leaders in the juvenile justice profession. Massive growth of agencies and increasingly more difficult juvenile offenders necessitate better equipped leaders with a wider set of skills. A panel of experts and videotaped segments address topics such as characteristics of a new leader, leadership roles in today's juvenile justice organizations, and core leadership competencies and behaviors. The wrap-around curriculum materials guide site coordinators in facilitating discussions and assisting participants with additional self-study.

WHO SHOULD PARTICIPATE

Administrators of all state and local juvenile justice agencies, including facility directors, state directors, detention supervisors, probation and parole managers, and those on a career track for such positions.

REGISTRATION REQUIREMENTS

Agencies must submit the Videoconference Site Registration (B) at the end of this document.

NUMBER	DATE	REGISTRATION DUE DATE
97-D9001	Apr 2 or 3, 1997 (tentative)	Feb 3, 1997

IMPACT OF CURRENT PHILOSOPHY AND DECISIONS ON CORRECTIONS

This 2-hour interactive videoconference focuses on policies and practices fostered by the "get tough" approach that has evolved in recent years. The videoconference explores the soundness of public policies such as "three strikes," mandatory minimums, and unprecedented prison construction. It considers the effects of punitive management models such as chain gangs and the removal of exercise equipment and televisions in jails and prisons. These issues are explored from the perspective of using a rational, empirically based approach to correctional practice. Panelists include public policymakers, corrections professionals, and criminal justice researchers.

WHO SHOULD PARTICIPATE

Correctional leaders and other professionals, state and local policymakers, criminal justice academicians, and criminal justice students.

REGISTRATION REQUIREMENTS

Agencies must submit the Videoconference Site Registration (B) at the end of this document.

NUMBER	DATE	REGISTRATION DUE DATE
97-S9001	Nov 13 or 14, 1996 (tentative)	Sep 2, 1996

DISTANCE LEARNING: COGNITIVE APPROACHES TO CHANGING OFFENDER BEHAVIOR

This exciting new distance-learning format offers hundreds of practitioners the opportunity to participate in training on cognitive interventions shown to have a positive effect on changing offender behavior. While agencies may choose to participate only in the videoconference portion of the program, the full format includes three components:

- 1) a 36-hour seminar in Longmont for agency trainers who will coordinate and facilitate the videoconference and local training,
- 2) the 16-hour videoconference,
- 3) an additional 16 hours of local training and skills practice conducted by agency trainers.

Part 1: State and local trainers will attend a Training for Trainers course to learn about cognitive approaches to changing offender behavior and how to coordinate the video-

conference and lead the additional 16 hours of skills practice and action planning at their local sites.

Part 2: The 16-hour interactive videoconference will be presented in four 4-hour segments on Monday through Thursday. Agencies must secure their own downlinked meeting rooms, which should also accommodate the additional onsite training.

During the videoconference, experts in cognitive approaches cover cognitive training and development of offenders' social thinking skills. Topics include cognitive self-change processes; interpersonal communications, including social skills and problem solving; and program implementation. Participants have the opportunity to ask questions of the experts. NIC provides the agenda and handouts for the videoconference.

Part 3: Preceding and/or following the videoconference each day (depending on the time zone of the local site), the agency trainers will work with participants in implementing the interventions, using reasoning exercises, role plays, group discussions, games, and other skill-building activities. In a culminating activity, participants will develop action plans to use cognitive approaches in their agencies.

WHO SHOULD PARTICIPATE

Juvenile corrections and detention agencies wishing to train a number of staff to implement cognitive approaches. Agencies may also participate only as viewing sites, without the trained trainer and additional 16 hours of local training.

APPLICATION/REGISTRATION REQUIREMENTS

To participate in the complete three-part program, agencies must submit two forms together: the Videoconference Site Registration (B), and the Individual Application (A) to nominate a trainer. Agencies wishing to participate only in the videoconference must submit only the Videoconference Site Registration (B).

For full participation, agencies must commit to securing a downlinked meeting room for 4 full days, from Monday through Thursday. The videoconference will be transmitted from 12 noon to 4 p.m. Eastern time each day. The same meeting room must accommodate the 16 hours of supplemental local training.

Note: NIC will cover travel and per diem expenses for participants in the Training for Trainers course in Longmont, but cannot assist with any costs at local sites. If requested, NIC will assist in identifying local downlinked meeting rooms.

TRAINING FOR TRAINERS' SEMINAR

NUMBER	DATE	APPLICATION DUE DATE
97- S101	Jun 15-20, 1997	Mar 14, 1997

VIDEOCONFERENCE

NUMBER DATE
97-S9003 Sep 15-18, 1997
 (tentative)

REGISTRATION
DUE DATE
Jul 15, 1997

OJJDP Videoconferences

OJJDP will also conduct videoconferences that are separate from the NIC/OJJDP program. For additional information about these videoconferences, contact Michael Jones at Eastern Kentucky University, an OJJDP grantee, (606) 622-6293.

OTHER ACTIVITIES

Technical Assistance

The NIC Academy will provide direct technical assistance to juvenile corrections and detention agencies to improve the design, delivery, operation, and evaluation of their training programs.

Assistance is usually provided by an experienced consultant, who is sent to the requesting state or local agency to work onsite with agency staff on one or more specific problems or needs. The assistance responds directly to the needs identified by the requesting agency.

Requests for technical assistance should reflect a significant agency training problem or need. Special consideration will be given to requests where the assistance would have regional impact or build inter-/intra-agency capacity to deliver training. Areas that could be addressed by technical assistance include, but are not limited to:

Identification of Training Needs

- Designing and/or conducting a needs assessment;
- Responding to training mandates;
- Developing the agency's capability to conduct a job or task analysis.

Curriculum Development

- Developing a new curriculum;
- Modifying an existing curriculum.

Strategies for Training Development and Delivery

- Developing competency-based training programs;
- Acquiring or maximizing the use of training technologies;
- Designing alternatives to formal classroom training.

Evaluation of Training Programs

- Evaluating a training program or series;
- Evaluating individual curriculum modules;
- Assessing the impact of training on the target population;
- Evaluating instructional strategies.

Management of Training Systems

- Evaluating the role of training within the organization;
- Assessing the use of training staff;
- Developing methods to manage the training budget;
- Designing a management information system;
- Assessing the use of resources and materials;
- Evaluating the current capacity to train.

Training for Trainers: Capacity Building

- Building systems capacity through train-the-trainer programs;
- Delivering Academy programs through consultant trainers collaborating with agency trainers.

Application Procedures

To request technical assistance, the chief executive officer of the agency must submit a letter on official stationery that:

- Identifies the problem(s) for which assistance is sought;
- Suggests a plan or specific action(s) to meet the problem(s);
- Explains why assistance must be obtained at the federal level;
- States the anticipated number of days that assistance would be needed.

Letters requesting technical assistance must be signed by the agency's chief executive officer and sent to the NIC/OJJDP Technical Assistance Manager, National Institute of Corrections Academy, 1960 Industrial Circle, Suite A, Longmont, Colorado 80501.

Conference Workshops

One of the Academy's most cost-efficient means of providing training is to host workshops in conjunction with national conferences. These workshops, typically one day in length and limited to 30 participants, are conducted at the conference site before or after the conference. Participants are responsible for their own travel and per diem expenses. Topics

are determined based on the needs of the special interest groups attending the conferences.

Through the NIC/OJJDP agreement, the Academy will conduct two workshops at national conferences for juvenile corrections and detention practitioners. More information about these workshops, including the dates, locations, and application requirements, will be announced separately through letters, brochures, or newsletter articles.

National Institute of Corrections

Application for NIC/OJJDP Training

To apply, complete and sign this form, attach supplementary statements required in the seminar description, obtain the necessary endorsement, and mail or fax to the NIC Academy, 1960 Industrial Circle, Suite A, Longmont, Colorado 80501; FAX 303-682-0469. Each item on both sides of this application must be completed to receive consideration. All applications must be received by the due date. Early applications are strongly encouraged. All applications will be acknowledged. Applicants accepted will receive confirmation and additional information.

Date of Application _____

1. Name _____ 2. Social Security No. _____

Note: Disclosure of your Social Security Number is voluntary. NIC collects Social Security Numbers as an identifier for records of training participants. Executive Order No. 9397.

3. Title _____ 4. Agency _____

5. Mailing Address _____ 6. City _____

7. County _____ 8. State _____ 9. Zip Code _____

10. Telephone _____

11. Type of Agency (check one): (Note: Numbers 1-3 are omitted intentionally.)

- 4. State
- 5. Local
- 6. Regional
- 7. Special (e.g., territory, commonwealth)
- 8. Foreign

12. Primary Area of Corrections (check one): (Note: Numbers 1-4 are omitted intentionally.)

- 5. Other
- 6. Juvenile detention
- 7. Juvenile community programs
- 8. Secure juvenile facility, training school
- 9. Staff training

13. Size of Agency or Institution: Number of Inmates or Clients _____ Number of Staff _____

It is the policy of the National Institute of Corrections to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability in programs or activities funded or conducted by the Institute. To help ensure that the aforementioned protected classes of people are fairly represented in Institute training programs, we are asking the following optional questions numbered 14-16.

14. (Optional) Gender: M F

15. (Optional) Race:

16. (Optional) Disability:

- 1. Visually Impaired
- 2. Hearing Impaired
- 3. Physically Impaired

- 1. American Indian
- 2. Asian
- 3. Black
- 4. Hispanic
- 5. White
- 6. Other (specify) _____

17. Seminar Title _____ 18. Seminar Number _____

19. Cannot attend seminar on following dates _____

20. Is the desired seminar designed for team participation? Yes No **If yes**, please list team members below and send applications for all team members together.

I have attached the supplementary statement required in the seminar description. Also, I understand that I will be required to reside at the training site for the duration of the seminar and that lodging and meals will be provided.

Signature of Applicant _____

Date _____

(over)

ENDORSEMENT OF APPLICATION FOR TRAINING

The Academy will reject as “incomplete” application forms that do not bear the endorsement of the Chief Executive Officer or Administrator of the agency, as defined below.

- For **detention center practitioners**—the administrator of the detention center or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- For **secure facility/training school practitioners**—the director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion program practitioners**—the chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community/diversion program, or director of the state department of juvenile corrections, depending on the organizational structure of the agency.

Notice to Administrators Making Endorsements: NIC will look favorably upon nominations of individuals and teams that reflect a fair representation of women, minorities, and persons with disabilities.

NOMINATION/ENDORSEMENT

Nomination/Endorsement must be made by, or under the name and authority of, the Chief Executive Officer or Administrator as defined above.

I recommend _____ for participation in the NIC/OJJDP training program for which this application is being submitted. This nomination is made on the basis that the nominee will be in a position to effect improvement in our organization. The information provided is accurate and complete.

Signature of Nominator

(Type or Print Name)

Title of Nominator

Telephone (include area code)

Date

National Institute of Corrections

Site Registration for NIC/OJJDP Videoconference

To register, complete this form and mail or fax to the NIC Academy. All registration forms must be received by the due date. All registrations will be acknowledged. Sites will receive confirmation and additional information.

Videoconference Title: _____

Number: 97-_____ Date Scheduled: _____

Agency/Site Name: _____

Site Address for Videoconference: _____

Site Coordinator/Contact Person: _____

Title: _____

Telephone: () _____ FAX: () _____

Mailing Address: _____

Other agencies you intend to invite or have invited to attend: _____

Number of participants anticipated: From your agency: _____ From other agencies: _____

Describe local activities you may conduct before or after this videoconference: _____

Do you have access to a downlink? _____
(If not, NIC will assist in identifying local downlink sites.)

Note: You will be required to duplicate materials for your site participants and submit participants' evaluations to NIC.

Return application to: National Institute of Corrections Academy
1960 Industrial Circle, Suite A
Longmont, CO 80501
FAX: (303) 682-0469

CALENDAR OF NIC/OJJDP TRAINING EVENTS FOR JUVENILE CORRECTIONS AND DETENTION PRACTITIONERS

	1996				1997								
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
SEMINARS													
Correctional Leadership Development	17-27				7-17								
Executive Training for New CEOs of Juvenile Agencies			12-15										
Critical Issues for Executives in Juvenile Corrections						2-5							
Executive Training for New Facility Directors								13-18					
A Systems Approach to Managing Violent and Disruptive Juvenile Offenders							9-14						
Services and Programs for Juvenile Female Offenders						9-14							
Training for Trainers: Training Design and Development				8-13									
VIDEOCONFERENCES													
Evolving Leadership Practices in Juvenile Justice								TBD					
Impact of Current Philosophy and Decisions on Corrections			TBD										
Distance Learning: Cognitive Approaches to Changing Offender Behavior					Training for Trainers Seminar Jun 15-20, 1997								15-18

TBD: Dates to be determined

U.S. Department of Justice
National Institute of Corrections

Washington, D.C. 20534

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