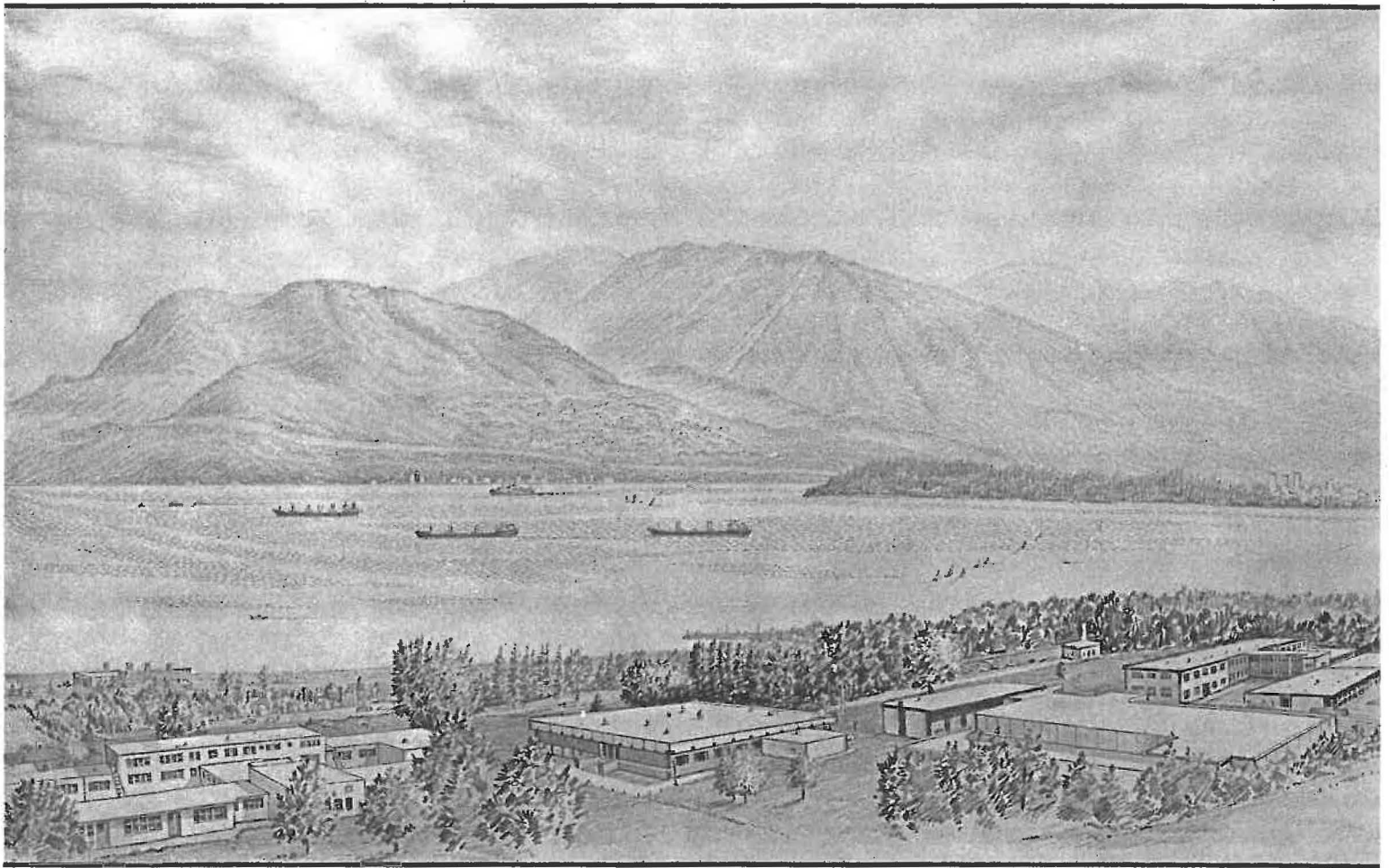
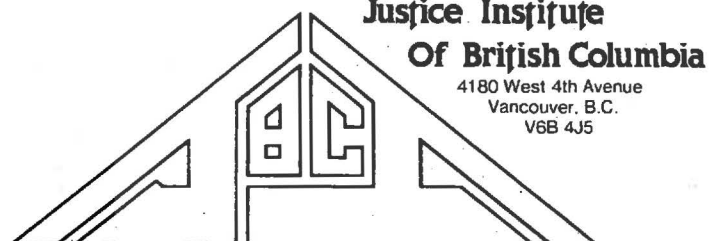


C A L E N D A R

SEPTEMBER 1980 - DECEMBER 1980



PREPARED AUGUST 1980



# JUSTICE INSTITUTE OF BRITISH COLUMBIA

## CALENDAR

SEPTEMBER 1980 - DECEMBER 1980

### INSTRUCTIONAL TECHNIQUES COURSE

September 1980

The program concentrates on developing skills required to conduct instructional sessions and to evaluate the success of a teaching program.

Prerequisites: Instructors at the Justice Institute.

### DACUM FACILITATOR'S WORKSHOP

September 1980

DACUM is a short form for developing a curriculum. The DACUM system is a new set of procedures used to make career training more effective. The course introduces the participants to the DACUM method. Topics covered are job/task analysis, performance objectives, evaluation, instructional techniques and instructional resources.

Prerequisites: Instructors at the Justice Institute.

### NEW FIRE DEPARTMENT COURSE - CANYON LISTER DEPARTMENT

Late September 1980

In the field training for new fire departments. The program will concentrate on fire behaviour, ventilation, water supply, hose evolutions and pumping procedures, ladder drills, rescue procedures and breathing apparatus.

### LEGAL AND JUSTICE SYSTEM UPDATE - (JUVENILE)

2 September - 4 September

On completion of this course the student will have a basic understanding of criminal law, knowledge of the court system, knowledge of statute and common law relating to Corrections and be prepared for court appearances.

Prerequisites: Corrections Officer who has completed Basic Security Officer training Blocks I through IV.

### INTERVIEWING AND MOTIVATIONAL SKILLS

8 September - 12 September

The program focuses on the dynamics of interpersonal relationships in interview situations. Discussion topics include verbal and non-verbal communication, feedback, barriers to effective interviewing and motivational techniques.

Prerequisites: Completion of Basic Security Officer training Blocks I through IV.

### INCIDENT INVESTIGATION PROGRAM #3

8 September - 12 September

The course will provide police personnel with the advanced skills and recommended techniques to conduct a thorough traffic incident investigation. The training will reinforce previous training and experience, promote uniform and professional approaches to this field of investigation.

Prerequisites: Municipal Constable.

**POWER WRITING -  
(INTERIOR-KAMLOOPS)**

**8 September - 12 September**

The course is designed to increase participant's writing ability by introducing the student to techniques of systematic analysis, organization and presentation of information.

**Prerequisites:** Corrections Officer who has completed Blocks I through IV of Basic Security Officer training.

**PROBATION OFFICER/FAMILY COURT  
COUNSELLOR BLOCK IV**

**8 September - 19 September**

On completion, Probation Officers and Family Court Counsellors will have an understanding of Custody and Access reports, principles of time management, cross examination, three probation fields and new Corrections policies.

**Prerequisites:** Probation Officers/Family Court Counsellors who have completed Blocks I through III.

**YOUTH SUPERVISOR BLOCK II**

**8 September - 26 September**

To provide participants with an introduction to the job role; legal studies; group supervision techniques; the institutional community; planning/problem solving skills; case management concepts; Corrections and the justice system.

**Prerequisites:** Permanent employment with appointment as a Security Officer/Youth Supervisor and completion of Block I.

**PEACE OFFICERS GENERAL TRAINING  
CLASS 12, BLOCK V**

**8 September - 30 September**

The program reviews material covered in earlier training sessions and updates participants with regard to changes in federal and provincial legislation. The course covers legal studies, traffic studies, driver training, applied social science, investigation and patrol, firearms training, physical education and emergency care.

**Prerequisites:** Employment with a Municipal Police Department and completion of Blocks I through IV.

**CONFLICT RESOLUTION BY MEDIATION  
(VANCOUVER ISLAND REGION)**

**9 September - 11 September**

The program will a) provide alternatives by which to resolve family conflicts; b) identify situations when mediation is appropriate; c) provide mediation skills; d) identify mediation obstacles and problem solving techniques.

**Prerequisites:** Probation Officers/Family Court Counsellors who have completed Block IV training and are currently carrying a caseload of 10 or more F.R.A. cases.

**PROBATION OFFICER/FAMILY COURT  
COUNSELLOR BLOCK I**

**15 September - 19 September**

The program provides an opportunity for the newly hired Probation Officer to receive orientation to the public service, the justice system and Corrections.

**Prerequisites:** Permanent employment with appointment as Probation Officer with B.C. Corrections Branch.

## BASIC MANAGEMENT

15 September - 26 September

Participants will acquire an understanding of the management process, communication, motivation and behaviour, planning experience and planning function, directing function, leadership and performance appraisal, and financial management.

Prerequisites: For Corrections Branch employees newly appointed to Supervisory or Management positions. Employees aspiring to management positions will be accommodated if space allows.

## PEACE OFFICERS GENERAL TRAINING CLASS 16 BLOCK III

15 September - 19 December

The program reviews material covered in Block I and experiences encountered during Block II's six week practicum on-the-job. The course updates changes to federal and provincial legislation and covers legal studies, traffic studies, driver training, applied social science, investigation and patrol, firearms training, physical education and emergency care.

Prerequisites: Employment with a Municipal Police Department and completion of Blocks I and II.

## CONFLICT RESOLUTION BY MEDIATION FOLLOW-UP TO 15 APRIL PROGRAM

16 September - 17 September

The follow-up workshop permits candidates to witness and participate in "mediation" with case presentations.

Prerequisites: Probation Officer/Family Court Counsellor who have completed Block IV training and the 15 - 17 April program.

## CONFLICT RESOLUTION BY MEDIATION FOLLOW-UP TO 3 JUNE PROGRAM (NORTH AND INTERIOR REGIONS)

16 September - 17 September

The follow-up workshop permits candidates to witness and participate in "mediation" with case presentations.

Prerequisites: Probation Officer/Family Court Counsellor who have completed Block IV training and the 3-5 June program.

## CEDAR COTTAGE ACCOUNTABILITY PANEL

20 September

A Saturday session for the Cedar Cottage Volunteer panel members dealing with interview skills, communication, listening and group dynamics.

Prerequisites: Cedar Cottage Volunteer Panel Members.

## INCIDENT INVESTIGATION PROGRAM # 4

22 September - 26 September

The course will provide police personnel with the advanced skills and recommended techniques to conduct a thorough traffic incident investigation. The training will reinforce previous training and experience, promote uniform and professional approaches to this field of investigation.

Prerequisites: Municipal Constable.

## LEADERSHIP DEVELOPMENT 301

22 September - 26 September

The program is designed to present an overview of management theory and practice for review and discussion.

Prerequisites: The program is designed for Fire Chiefs, Deputy Chiefs and Assistant Chiefs.

## PROBATION OFFICER/FAMILY COURT COUNSELLOR BLOCK II

22 September - 19 December

Block II is a generic training program designed to prepare new Probation Officers for Block III field training. On completion the participant will have an understanding of the history and philosophy of Corrections and a comprehension of the composition and function of the justice system; the functions of a Probation Officer; the tasks of the job; individual job strengths and abilities.

Prerequisites: Completion of Probation Officer Block I.

## STRESS MANAGEMENT/ASSERTIVENESS TRAINING

23 September - 25 September

On completion participants will be able to recognize stress, know its' implications and implement methods to successfully manage stress. Participants will also understand how to be assertive, recognize the difference between assertion and aggression.

Prerequisites: Completion of Basic Security Officer training Blocks I through IV.

## SEXUAL ABUSE OF CHILDREN WITHIN THE FAMILY

29 September - 30 September

An interdisciplinary conference on the sexual abuse of children. The conference is designed to provide information about the extent and nature of the problem, provide skill training in dealing with sexual abuse situations and explore models of service delivery.

Prerequisites: Registration through Community Programs, Justice Institute.

## EFFECTIVE PRESENTATION PROGRAM # 7

29 September - 30 September

The program is designed for individuals who will be instructors. The program will increase an instructors awareness of teacher/learner psychology, teaching methodology, instructional techniques and training aids.

Prerequisites: Police Officer with responsibility for teaching or talking to community groups.

## SECURITY OFFICER BLOCK IV ADULT

29 September - 10 October

The program will review and update material covered in Blocks I and II. Topics covered include case management, interviewing, supervision, planning and identifying resources and human relations.

Prerequisites: Completion of Blocks III of Security Officer training.

## INSTRUCTIONAL TECHNIQUES COURSE

October 1980

The program concentrates on developing skills required to conduct instructional sessions and to evaluate the success of a teaching program.

Prerequisites: Justice Institute of British Columbia faculty.

## CORONERS COURSE

October 1980

The program orients Coroners and other justice and public safety representatives. The program provides an understanding of the Coroners function, interprets the Coroners Act and describes the responsibilities and duties of a Coroner.

Prerequisites: A Provincial Coroner.

## EXECUTIVE DEVELOPMENT COURSE

October 1980

The Policy Executive Committee of the Ministry of the Attorney General contracted with the Justice Institute to provide and Executive Development Course for Senior Executives in the Ministry. The course is designed to meet the training needs of participants and the management development needs of the Ministry. Topics ensure that a set of management tools are provided for a cross section of Ministry Executive personnel.

Prerequisites: Apply through the Personnel Department of the Ministry of Attorney General.

## INTEGRATED MANAGEMENT COURSE

October 1980

Managers and Supervisors from a cross section of justice and public safety professions will participate in the program. Communications, leadership, motivation, problem solving, planning, organization, discipline, induction training are just a few of the topics covered.

## LAND TITLES SCHOOL - INTRODUCTORY

October 1980

The program will orient new employees from the Land Registrar's Office. The program will orient employees to the legal and social systems in which the Land Registry functions. Topics will include, law; communication; human relations; documentation; systems development and anthropology.

Prerequisites: Land Registry employees.

## FAMILY COURT COMMITTEES

4 October

A workshop with representatives from Lower Mainland Family Court Committees to discuss mandates, functions and roles of Family Court Committees.

Prerequisites: Family Court Committee members.



## INSTRUCTIONAL SKILLS

6 October - 10 October

The program concentrates on developing the fundamental skills required to conduct instructional sessions and to evaluate the success of a teaching program.

Prerequisites: 6 Managers and/or Supervisors from Court Services Branch.

## FIRE INVESTIGATION

6 October - 10 October

Topics will include cause documentation, preservation of site and evidence, security, investigative techniques and court room procedure. CONTENT IS UNDER DEVELOPMENT.

Prerequisites: To be announced.

## CRIMINAL LAW WORKSHOP

6 October - 10 October

The course provides participants with an understanding of common and statute law; reviews the criminal code and the Juvenile Delinquents Act; explains court procedure and terminology; demonstrates evidence presentation and cross examination techniques.

Prerequisites: Two years working experience as a Probation Officer with the Corrections Branch.

## PRACTICAL APPROACHES TO DEALING WITH DEAF PEOPLE IN YOUR WORK

8 October

A half-day workshop with Justice Thomas Berger for justice and public safety professionals to provide information on deafness that will be useful to them when they need to communicate with deaf people in their daily work.

## PEACE OFFICERS GENERAL TRAINING CLASS 18 BLOCK I

13 October - 19 December

The intensive program provides the new Peace Officer with a knowledge of policing science. Course includes legal studies, traffic studies, driver training, investigation and patrol, applied social science, firearms training, physical education and emergency care.

Prerequisites: Employment with a Municipal Police Department.

## CRISIS INTERVENTION

14 October 17 October

The program deals with one-to-one conflict resolution, discussion and theory on attempted suicides, hostage incidents and institutional disturbances. The course concentrates on the prevention of crisis and defusing techniques.

Prerequisites: Completion of Basic Security Officer training Blocks I through IV.

## YOUTH SUPERVISOR BLOCK II

14 October - 31 October

To provide participants with an introduction to the job role; legal studies; group supervision techniques; the institutional community; planning/problem solving skills; case management concepts; Corrections and the justice system.

Prerequisites: Permanent employment with appointment as a Security Officer/Youth Supervisor and completion of Block I.

## CONFLICT RESOLUTION BY MEDIATION FOLLOW-UP TO 24 JUNE PROGRAM

15 October - 16 October

The follow-up workshop permits candidates to witness and participate in "mediation" with case presentations.

Prerequisites: Probation Officer/Family Court Counsellor who have completed Block IV training and the 24 - 26 June program.

## VOLUNTEER FIREFIGHTERS (CASTLEGAR AND AREA)

17 October - 19 October

In the field training for Volunteer firefighters. The program will consist of 19 hours of instruction on new and innovative methods of fighting fire. Topics covered will range from water supply problems, hose evolutions and pumping procedures to ladder drills, rescue procedures and breathing apparatus.

Prerequisites: Must be a member of an organized Volunteer Fire Department and designated to attend by a Fire Chief.

## SITUATIONAL LEADERSHIP

15 October - 17 October

The program is designed to provide participants with situational leadership concepts and style. Identify stress, apply motivation and analyse training needs are all covered in the program.

Prerequisites: Completion of Corrections Branch Basic Management program or equivalent.

## PUBLIC LIABILITY CONFERENCE

20 October - 21 October

To explore the problem of public liability by professionals involved in serving the public, including topics such as accountability of professional bodies, role of courts, suggested changes in laws governing liability.

Prerequisites: Registration through Community Programs, Justice Institute.

## FIRE PREVENTION LEVEL I

20 October - 24 October

The program provides information regarding the prevention of fire. Topics covered include theory of fire behaviour, materials and principles of building construction, communications, building and fire codes, blueprint reading, and sprinkler systems.

Prerequisites: To be announced.

## HUMAN RESOURCES MANAGEMENT (RECRUIT AND SELECTION)

20 October - 24 October (TENTATIVE)

The program presents an overview of Human Resource Management. Other topics include recruitment and selection, needs/tasks analysis, setting up a selection process, cost/benefit analysis and Corrections policies.

Prerequisites: Should be a Corrections Branch Manager or Supervisor with regular selection and recruitment tasks.



## GENERAL SUPERVISION TRAINING PROGRAM # 15

20 October - 31 October

The program introduces the candidate to the principles of personnel management and develops supervisory skills.

Prerequisites: Police Officer performing first level supervision in a department.

## PRINCIPLES OF MANAGEMENT

20 October - 31 October

Communications, leadership, motivation, problem solving, planning, organization, discipline and induction training are some of the topics covered in the program.

Prerequisites: Managers and Supervisors from Fire and Police Departments as well as from Corrections and Court Services Branches.

## BASIC MANAGEMENT

20 October - 31 October

Participants will acquire an understanding of the management process, communication, motivation and behaviour, planning experience and planning function, directing function, leadership and performance appraisal, and financial management.

Prerequisites: For Corrections Branch employees newly appointed to Supervisory or Management positions. Employees aspiring to management position will be accommodated if space allows.

## SECURITY OFFICER BLOCK II ADULT

20 October - 7 November

To provide participants with an introduction to the job role; legal studies; group supervision techniques; the institutional community; planning/problem solving skills; case management concepts; Corrections and the justice system.

Prerequisites: Permanent employment with Corrections Branch and an appointment as a Security Officer and the completion of Block I.

## DEPUTY SHERIFF BASIC TRAINING

20 October - 5 December

The program is designed for new entries into the Deputy Sheriff Services. Topics include weapons training, traffic studies and driver training, first aid, civil and criminal law, documentation, court room procedure and escorting prisoners.

Prerequisites: Employment with Court Services Branch and appointment as a Deputy Sheriff.

## LEADERSHIP DEVELOPMENT 201

27 October - 7 November

The program is part of a long range developmental program for middle level administrators. Topics covered include management theory and style, planning, organizing, directing, control, stress management and communications.

Prerequisites: Paid Assistant Fire Chiefs, Captains and Lieutenants.

### LAND TITLES SCHOOL ADVANCED COURSE

November 1980

The program is designed for experienced Land Registry Personnel and provides training complementary to their extensive on-the-job training. PROGRAM CONTENT IS BEING DEVELOPED.

Prerequisites: Land Registry employees.

### LAND TITLES SCHOOL - SURVEY COURSE

November 1980

The program is designed to present an overview of the functions of the Land Registrar's Office. PROGRAM CONTENT BEING DEVELOPED.

Prerequisites: Land Registry employees.

### ELECTRICAL INSPECTORS' FIRE INVESTIGATION COURSE

November 1980

Topics to be covered will include cause determination, preservation of site and evidence, security, investigative techniques, human relations. PROGRAM CONTENT BEING DEVELOPED.

Prerequisites: To be announced.

### PERSONNEL PRACTICES

3 November - 6 November

The program involves participants in the recruiting, selection and appraisal of employees. Training is given on corrections, discipline, and occupational health referrals.

Prerequisites: Employees of Court Services Branch.

### RECORDS OFFICER/SUPERVISOR WORKSHOP

3 November - 6 November

The workshop provides supervisory personnel in Records Offices with opportunities to identify and solve common problems and be updated on policy and procedures.

Prerequisites: Records Office supervisor and completion of the Security Officer Program Blocks I through IV.

### IMPACT OF ALCOHOL AND DRUG DEPENDANCIES

3 November - 7 November

This course content will review the philosophy of causes and recognition of alcohol and drug dependancies. Short term intervention strategies and long term treatment programs will be discussed from a case management perspective.

Prerequisites: Probation Officers/ Family Court Counsellors who have completed basic training and are at the Probation Officer II level.

### PRINCIPLES OF SUPERVISION

3 November - 7 November

The program is designed to examine the causes of supervisory problems, discuss present practical applications of management techniques.

Prerequisites: District Managers, Local Managers and Sections Heads from Court Services Branch.

### BUDGET MANAGEMENT LEVEL II

3 November - 7 November

The program provides management personnel with skills and knowledge essential for sound financial planning, analysis and administration.

Prerequisites: Employees of Corrections performing Cost Centre Manager or District Director functions.

## GENERAL INVESTIGATION PROGRAM # 7

10 November - 21 November

The program concentrates on two areas - specific offences and investigational techniques and resources. Topics covered include arson, conspiracy, rape and related sex crimes, homicide, fraud and forensics, surveillance and investigation.

Prerequisites: Experienced Peace Officer transferred from uniformed patrol duties to plain clothed investigation.

## CRISIS MANAGEMENT SKILL TRAINING

12 November - 14 November

The program will assist management personnel to recognize the effects of stress on their staff and provide them with skills in crisis intervention, counselling and referral.

Prerequisites: For supervisory and management staff from Corrections, policing, fire services and mental health centres.

## POWER WRITING

12 November - 14 November

The course will increase participant's writing ability by introducing student to techniques of systematic analysis, organization and presentation of written information.

Prerequisites: Corrections Officer who has completed Blocks I through IV of Basic Security Officer training.

## ORGANIZATION DEVELOPMENT

17 November - 21 November

The program outlines how individuals and groups affect and react to change. Stress management, interaction and change issues are also covered.

Prerequisites: Completion of Corrections Branch Basic Management training or equivalent.

## VOLUNTEER FIRE CHIEFS PROGRAM

17 November - 21 November

Designed for Volunteer Fire Chiefs, Deputy Chiefs or any officers designated by a Volunteer Chief. The program concentrates on the firefighter and law, Chief's role, arson, special risks and hazards, stress management, planning and utilization, and management theory.

Prerequisites: A Volunteer Fire Chief or a Volunteer Fire Chiefs' designate.

## PRINCIPLES OF SUPERVISION

17 November - 28 November

The program is designed to examine the causes of supervisory problems, discuss the basic concepts of human relations and present practical applications of management techniques.

Prerequisites: District Managers, Local Managers and Section Heads from Court Services Branch.

## SECURITY OFFICER BLOCK IV

17 November - 28 November

The program will review and update material covered in Blocks I through III. Topics covered include case management, interviewing, supervision, planning and identifying resources and human relations.

Prerequisites: Completion of Blocks I through III of Security Officer training.

## MIDDLE MANAGEMENT TRAINING PROGRAM # 6

24 November - 5 December

The principles of personnel management and the development of supervisory capabilities are stressed in the program. Topics covered include communication, stress, motivation, labour relations, drug abuse, mid-management issues and theory.

Prerequisites: Police Officers performing middle management functions.

## INSTRUCTIONAL TECHNIQUES COURSE

December 1980

The program concentrates on developing skills required to conduct instructional sessions and to evaluate the success of a teaching program.

Prerequisites: Justice Institute faculty.

## VOLUNTEER FIRE CHIEFS PROGRAM

1 December - 5 December

The program concentrates on the firefighter and law, Chief's role, arson, special risks and hazards, stress management, planning and utilization and management theory.

Prerequisites: Volunteer Fire Chief or a Volunteer Fire Chiefs designate.

## COMMUNICATION SKILLS

1 December - 5 December

To develop communication skills which are of practical use to those who supervise the work of other people.

Prerequisites: District Managers and Local Managers with Court Services Branch.

## SECURITY OFFICER BLOCK IV

1 December - 12 December

The program will review and update material covered in Blocks I through III. Topics covered include case management, interviewing, supervision, planning and identifying resources and human relations.

Prerequisites: Completion of Blocks I through III of Security Officer training.

## MANAGING AND RESOLVING CONFLICT

2 December - 5 December

Participants will understand and recognize the forms, processes and outcomes of conflict; identify conflict behaviour and diagnose, manage and resolve conflict.

Prerequisites: Corrections Branch Managers/Supervisors who have completed Basic Management training or equivalent.

## RECORDS OFFICER/ADMINISTRATION WORKSHOP

8 December - 11 December

The program will provide records staff, other than supervisory personnel, with an update of all matters pertaining to record procedure, systems and policy.

Prerequisites: Full or part-time Corrections personnel working with records and completion of Blocks I through IV of Basic Security Officer training.

## PEACE OFFICERS ADVANCED TRAINING PROGRAM # 23

8 December - 19 December

To assist the experienced Peace Officer in improving skills and expanding knowledge of the operational role. The program concentrates on legal issues; human behaviour and investigational techniques.

Prerequisites: Municipal Constable.

## INSTRUCTIONAL TECHNIQUES

15 December - 19 December

The program concentrates on developing the fundamental skills required to conduct instructional sessions and to evaluate the success of a teaching program.

Prerequisites: 6 Managers and/or Supervisors from Court Services Branch.

## HUMAN RESOURCES MANAGEMENT II (TASK AND WORKER)

15 December - 19 December

Reclassification, task and data analysis, job description, manpower and financial planning, are all topics included in the Human Resources Management program.

Prerequisites: Corrections Managers/Supervisors interested in increasing their skills in Human Resource Management.

## CONFLICT RESOLUTION BY MEDIATION (VANCOUVER ISLAND REGION) FOLLOW-UP TO 9 SEPTEMBER PROGRAM

18 December - 19 December

The follow-up workshop permits candidates to witness and participate in "mediation" with case presentations.

Prerequisites: Probation Officer/Family Court Counsellors who have completed Block IV training and the 9 - 11 September program.

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A calendar listing all the courses, workshops and programs slated for January to June 1981 will be issued in November 1980.

For more information on any of the programs please telephone the Justice Institute of British Columbia at:  
(604) 228 - 9771

and ask for

STEPHANIE HENNESSY.

who will ensure that your questions will be answered.

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