

# APCO Institute Training Course

*Where Public Safety Turns to Learn*

## Communications Training Officer

**Location:** Boca Raton, FL  
**Date:** Oct. 1-3, 2008  
**Time:** 8:00 a.m. – 5:00 p.m.  
**Tuition** \$259  
**Course #** 25238  
APCO Members receive a \$20 discount

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Almost every agency uses some form of one-on-one training on the dispatch floor to familiarize the new telecommunicator with the job. If your agency is one of these agencies, you need APCO Institute's Communications Training Officer (CTO) Program in your communications center.

The Communications Training Officer Program will instruct your one-on-one trainers how to teach, evaluate and document performance on new-hire trainees in a way that is court defensible and EEOC consistent. The process of training the new employee and evaluating his or her proficiency can be done objectively, on the job, without fear of costly mistakes or extending the training time. Remedial training needs can be identified more quickly and strategies can be developed with more effective results.

Topics include:

- Overview of Communications Training
- CTO Program Overview
- CTO Roles & Responsibilities
- Counseling & Motivation
- Civil Liability in Training
- Adult Learning
- Interpersonal Communications
- Documentation & Record-Keeping

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**Co-host:**

Boca Raton Police Dept.

**Class Location:**

The 6500 Building Training Ctr.  
6500 N. Congress Ave.  
Boca Raton, FL 33487

**Lodging:**

Fairfield Inn & Suites  
3400 Airport Road  
Boca Raton, FL 33431  
800-627-7468  
(561) 393-5308

**Contact:**

John Gelato  
(561) 982-4823

To register online please visit our Web site:

[http://www.apcointl.com/institute/schedule\\_registration.htm](http://www.apcointl.com/institute/schedule_registration.htm)



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