



Virginia Department of Juvenile Justice Training Academy

2017 Core Training Programs

For assistance with enrollment or Virginia Learning Center Login, contact: [Kashara Charity](#) or [Karen Lindsey](#) at (804) 323-2004. For questions regarding a specific training program, please refer to the contact indicated for the programs listed below.

Basic Skills for Non-Security Employees (Virginia Learning Center Keyword: **BSNS**)

This course is for new non-security employees who work at a JCC.

- **Week 1** is required for all non-security employees, but must be completed by Direct Supervision Employees (e.g. teachers, counselors, therapists, recreation, etc...) in order to be variance-compliant, prior to sole supervision of a resident.
 - Jan 23 – Jan 27
 - Feb 27 – March 3
 - Apr 17 – Apr 21
 - May 22 – May 26
 - Jul 10 – Jul 14
 - Aug 14 – Aug 18
 - Sep 18 – Sep 22
 - Oct 30 – Nov 3
 - Dec 4 – Dec 8

(Note: Direct Supervision Employees must also complete weeks 2 and 3, see below.)

- **Weeks 2 and 3** are required for Direct Supervision Employees and must be completed within his/her first year of employment. Weeks 2 and 3 are optional for administrative, clerical, and support staffs that do not directly provide services to residents.
 - Mar 6 – Mar 17
 - May 30 – Jun 12 (Note: due to holiday, starts Tuesday and ends on Monday.)
 - Sep 25 – Oct 6

Basic Skills for Non-Security Employees Contact: [Stephanie Morton](#) or call (804) 537-6690.

Basic Skills for Security Series Staff (Virginia Learning Center Keyword: **BSSS**)

This course is for security series staff new to a JCC, including Security Specialist, Security Coordinator, and Security Manager. Program includes classroom and field training at the facility.

- May 22 – Jun 26
- Sep 18 – Oct 23

Basic Skills for Security Series Staff Contact: [Stephanie Morton](#) or call (804) 537-6690.

Essential Skills for Caseworkers – 2017 (Virginia Learning Center Keyword: **ESCW**)

This weeklong course is designed for new probation/ parole officers and JCC counselors and community coordinators. There is a prerequisite for this class regarding online training, please refer to the course description on the Learning Center for the details.

- **Feb 6 – Feb 10**
- **May 1 – May 5**
- **Jul 10 – Jul 14**
- **Oct 2 – Oct 6**
- **Dec 11 – Dec 22**

Essential Skills for Caseworkers Contact: [Maurice Johnson](#) or call (804) 537-6662

Essential Skills for Supervisors – 2017 (Virginia Learning Center Keyword: **ESS**)

This weeklong course is specifically designed for new supervisors and veteran supervisors who have not completed the previous “Toolkit for Supervisors” or the 2-week “Essential Skills for Supervisors” offered through 2015. Effective 2016, the Essential Skills for Supervisors covers required Human Resources topics such as, Recruitment and Selection, Performance Management, Timekeeping and Leave Reporting, Fair Labor Standards Act, and more. The developmental topics of the former 2 week programs were replaced by the NEW DJJ Leadership Development Program.

- **Mar 3 – Mar 10**
- **Jun 5 – Jun 9**
- **Aug 28 – Sep 1**
- **Dec 4 – Dec 8**

Essential Skills for Supervisors Contact: [Vickie Virvos](#) or call (804) 537-6652

Frontline Leadership Series (Virginia Learning Center Keyword: **FLS**)

This weeklong course is specifically designed for new supervisors, current supervisors, as well as employees who are aspiring to move into a leadership position. Topics will include Balancing Today’s Priorities, Motivating Employees for Optimal Engagement, Coaching for Development, and Leadership Dynamics. This program is part of the **New DJJ Leadership Development Program**.

- **Jan 30 – Feb 3**
- **Mar 27 – Mar 31**
- **May 15 – May 19 (Western Region)**
- **Jun 19 – Jun 23**
- **Aug 7 – Aug 11**
- **Sep 11 – Sep 15 (Eastern Region)**
- **Oct 30 – Nov 3**

Frontline Leadership Supervisors Contact: [Vickie Virvos](#) or call (804) 537-6652

Emerging Leaders (Virginia Learning Center Keyword: **Emerging**)

Emerging Leadership [prerequisites-completion of: Toolbox-2 weeks, Essential Skills for Supervisors-2 weeks, Frontline Leadership-1 week & Essential Skills-1 week of HR classes, or Justice Transformation Institute (JTI) modules]

This 24-hour course is the second tier in DJJ's leadership training program. It is designed for supervisors who have completed previous leadership classes (see prerequisites) and want to further enhance their supervisory skills. Topics will include conflict management, decision-making, leading others through change, team excellence skills, and the art of influencing through skillful collaboration.

- **May 1 – May 5 (Tuesday – Thursday)**
- **Jul 17 – July 21 (Tuesday- Thursday)**

Emerging Leaders Supervisors Contact: [Vickie Virvos](#) or call (804) 537-6652

Institutional In – Service – 2017 (Use VLC Keywords below for course descriptions and dates)

This 5-day course is specifically designed to meet the annual training requirements for all employees who work at a JCC. Attendance is required for specific days based on each employee's classification and duties, as follows:

Attendance Information by Classification

- **Administrators-On-Call: (VLC Keyword Search: **AOC**)**
 - Operations Manager, Community Manager, Asst. Superintendent, Superintendent
 - Day 1 Optional, Days 2, 3, 4a, and 5 Required
- **Direct Care Staff: (VLC Keyword Search: **DCS**)**
 - RS-I, RS-II, Community Coordinator
 - Day 1 Optional, Days 2, 3, 4a, and 5 Required
- **Security Series Staff: (VLC Keyword Search: **SSS**)**
 - Security Specialist, Security Coordinator, Security Manager
 - Day 1 Optional, Days 2, 3, 4b, and 5 Required
- **Direct Supervision Employees: (VLC Keyword Search: **DSE**)**
 - BSU, Medical, Counselors, Recreation, Teachers, or any other non-Direct Care Staff who provides programs or services to the resident population
 - Day 1 Optional, Days 2, 3, and 4c* Required
- **Administrative, Clerical, and Support (VLC Keyword: **ACS**)**
 - Clerical, Maintenance, Food Service, or any other staff who do not provide programs or services to the resident population
 - Day 3 Required; Days 1, 2, and 4c* Optional

Institutional In-service Contact: [Stephanie Morton](#) or call (804) 537-6690.