



Virginia Department of Juvenile Justice Training Academy

2016 Core Training Programs

For assistance with enrollment or Knowledge Center Login, contact: [Kashara Charity](#) or [Karen Lindsey](#) or call (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-Residential Employees (Knowledge Center Keyword: BSNR)

This course is for new non-residential (i.e. non-security) employees who work at a JCC.

- **Week 1** is required for all non-residential 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.
 - Feb 29 – Mar 4
 - Apr 11 – 15
 - May 23 – 27 (followed by weeks 2 and 3, see below)
 - Jul 11 – 15
 - Sep 19 – 23
 - Nov 28 – Dec 2 (followed by 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 staff who do not directly provide services to residents.
 - May 31 – Jun 10
 - Dec 5 – 16

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

Essential Skills for Caseworkers - 2016 (Knowledge Center Keyword: ESCW)

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

- Feb 8 – 12
- Apr 25 – 29
- Jul 11 – 15
- Sep 26 – 30
- Dec 12 – 16

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

Essential Skills for Supervisors - 2016 (Knowledge 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 focusses on 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*.

- **Apr 11 – 15**
- **Jun 20 – 24**
- **Aug 22 – 26**
- **Oct 31 – Nov 4**

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

Frontline Leadership Series (Knowledge 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*.

- **May 16 – 20**
- **Jul 18 – 22**
- **Sep 19 – 23**
- **Dec 5 – 9**

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

Institutional In-Service – 2016 (use KC 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:

- **Direct Care Staff: Residential and Security Series staff – Days 1-5** (Keyword: DCS)
 - JCO, JCOsr, Sgt., Lt., Capt., Major, RS-I, RS-II, Community Coord.
- **Those serving as Administrators-On-Call – Days 1-5** (Keyword: AOC)
 - Superintendent, Asst. Superintendent, Community Manager, Operations Manager, or any other non-Direct Care Staff serving as an AOC
- **Direct Supervision Employees – Days 3-5*** (Keyword: DSE)
 - BSU, Medical, Counselors, Recreation, Teachers, or any other non-Direct Care Staff who provides programs or services to the resident population
 - Days 1-2 are optional (use keyword: “Optional” to locate Days 1 or 2)
- **Administrative, Clerical, and Support – Days 3-4** (Keyword: ACS)
 - Clerical, Maintenance, Food Service, Volunteer Coordinator, Safety Officer, or any other staff who do not provide programs or services directly to the resident population
 - Days 1-2 and 5* are optional (use Keyword: “Optional” to locate Days 1, 2, or 5*)

Institutional In-Service Contact: [Maurice Johnson](#) or call (804) 537-6662