



# Training Academy Course Catalog

# 2018

UPDATED 2/20/2018

# Important Reminders

**Americans with Disabilities Act** – Special accommodations, by request.

**Cancellations** – At least a two weeks' notice is required for cancelation through the Virginia Learning Center (This does not include In-Service and Basic Skills classes). Session availability is limited.

**Changes** – If any class changes occur, such as location, date, time, etc... you will be notified by the instructor via email. All Confirmations/Class Requirements should be read carefully.

**Confirmation Email** – All confirmations will be sent out once enrolled into training – If you **DO NOT** receive a confirmation email, please call the DJJ Training Unit at (804) 537-6502.

**Inclement Weather policy** – The DJJ Training Academy at the Virginia Public Safety Training Center **IS** included whenever the Governor closes state offices for emergency conditions in the Richmond Metro Area (Chesterfield, Henrico, and Hanover counties). Additionally, the VPSTC may be delayed or closed when other state offices are not.

There will be a detailed message with specific instructions as to what students are to do on the VPSTC main number (804) 537-5316. Anyone scheduled to attend classes at the training center should check the voice message or local media **BEFORE** traveling to our location. Contact information will be listed below for closing information for agencies in the Richmond Metro Area:

- Contact the Virginia Public Safety Training Center at (804) 537-5316
- Listen to WRVA radio (1140AM)
- Local Television WTVR (6), WRIC (8), WWBT (12)
- [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

Finally, like [Virginia Public Safety Training Center](#) on Facebook to get inclement weather updates, course information and more!

**Attendance/Tardiness – Partial credit for courses will not be given for regulatory required classes.** Instructors will manage attendance and utilize discretion in non-regulatory classes and in special circumstances. Participants arriving more than 15 minutes late at the beginning of class or following a lunch break may be denied entry into class. Participants arriving more than 15 minutes late for regulatory required classes will not be permitted to enter the class.

**Travel/ Lodging** – Prior to training all participants traveling should follow the Academy's travel expense reimbursement checklist if eligible. All lodging is required to be booked on week

prior to training date. Please [Click Here](#) to access the Academy's Travel Expense Reimbursement checklist. (Must have access to the Agency Shared Drive)

**Dress Code** – Some courses may require wearing uniforms or special attire. Course coordinators will advise class members when certain clothing is necessary. Participants are otherwise expected to dress in attire appropriate for presenting a professional appearance. Unacceptable clothing includes, but is not limited to, jeans or denim material (to include jackets and shirts), flip flops, shorts, tank tops and spaghetti straps (\*when worn as a single garment), tube tops, transparent or revealing clothing, midriff tops, low cut tops that reveal cleavage or the back, and t-shirts.

Clothing shall not display profane or vulgar sayings or images, including innuendo or messages that are inconsistent with the Code of Conduct.

Gym clothing is not appropriate for any classes beyond those specified by instructors.

**\*These garments are acceptable when worn with a sleeved shirt or jacket layered on top. Participants will be advised concerning special clothing and equipment requirements for specific classes.**

At the discretion of the Academy staff, students who are not in compliance with the dress code may be required to leave the training center and/or change clothes.

Expectations for Business Casual are as follows:

- **For Classes involving Physical Activity:**
  - o Sweatpants (blue, black, or gray only) plain with no logos or print
  - o Tee shirt (blue, black, or gray only) plain with no logos or print
  - o Non-marking athletic shoes (Gym only)
- **SPECIAL EVENTS**
  - o On occasion, fundraisers or other discretionary days are approved by the Academy Director allowing jeans, sports jerseys, etc. On such days, clothing must be neat and clean with no frayed edges, no holes, and no sagging.  
Participants failing to meet these requirements may not be admitted to class and will not receive credit for attendance.

**Directions** – When you arrive to the Virginia Public Safety Training Center, signs will direct you to the student entrance/ parking lot.

**NOTE:** If you are parking in the parking lot by the white administration building, **DO NOT** park in any **VSP (Virginia State Police)** or **VPSTC** staff parking spaces.

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## Course Enrollment Information

*Participants wishing to enroll in a course must do so online using the Virginia Learning Center (VLC). Those needing assistance with the VLC should reference the [VLC User Guide](#) located on the DJJ website.*



# Training and Organizational Development Unit

## DJJ Training Academy

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Have A Question?

Call us at:

(804) 537-6502

## Basic Skills for Non-Security Employees

**The Basic Skills Program is designed for all new employees of a JCC.** An employee shall complete the outlined requirements within their first year of work. The program consists of classroom, online, and on-the-job trainings based on employment type: Direct Supervision Employees, Medical Services Providers, and Non-Security Employees. Below are the program requirements for each employment type. Please note some requirements must be completed prior to contact with residents. **Review these requirements carefully BEFORE registering for any classroom trainings.**

### Basic Skills Requirements for Direct Supervision Employees

*Applies to Teachers/Education, Counselors, BSU, and Recreation.*

|   |                        |
|---|------------------------|
| <b>Classroom Instruction</b>  | <b>80 Hours</b>        |
| Basic Skills for <u>ALL</u> Non-Security Employees (WEEK 1)                                 | 40                     |
| Basic Skills for Direct Supervision Employees (WEEK 2)                                      | 40                     |
| <b>Online Modules</b>   | <b>( Found in VLC)</b> |
| DJJ - Child Abuse and Neglect for Mandatory Reporters                                       | Found in VLC           |
| DJJ - Appropriate Professional Relationships and Interactions Among Staff & Residents       | Found in VLC           |
| DJJ – Residents’ Right and Prohibited Actions   | Found in VLC           |
| DHRM - Terrorism  | Found in VLC           |
| DHRM - Workplace Violence   | Found in VLC           |
| DHRM - Stress Reduction and Employee Wellness   | Found in VLC           |
| <b>On-The-Job Training</b>  | <b>40 Hours</b>        |
| This portion of the program requirements contain structured/documented on-the-job training. | 40                     |



**Basic Skills Requirements for Medical Services Providers**

*Applies to Medical Doctors, Dentists, and Nurses.*

|   |                        |
|---|------------------------|
| <b>Classroom Instruction</b>  | <b>40 Hours</b>        |
| Basic Skills for <u>ALL</u> Non-Security Employees (WEEK 1)                                 | 40                     |
| <b>Online Modules</b>   | <b>( Found in VLC)</b> |
| DJJ - Child Abuse and Neglect for Mandatory Reporters                                       | Found in VLC           |
| DJJ - Appropriate Professional Relationships and Interactions Among Staff & Residents       | Found in VLC           |
| DJJ – Residents’ Right and Prohibited Actions   | Found in VLC           |
| DHRM - Terrorism  | Found in VLC           |
| DHRM - Workplace Violence   | Found in VLC           |
| DHRM - Stress Reduction and Employee Wellness   | Found in VLC           |
| <b>On-The-Job Training</b>  | <b>80 Hours</b>        |
| This portion of the program requirements contain structured/documented on-the-job training. | 80                     |

**Basic Skills Requirements for all other Non-Security Employees**

*Applies to all other non-security position, including but not limited to: Administrative (Volunteer Coordinators, Safety Officer, etc..), Clerical, Maintenance, Food Service, etc...*

|   |                        |
|---|------------------------|
| <b>Classroom Instruction</b>  | <b>40 Hours</b>        |
| Basic Skills for <u>ALL</u> Non-Security Employees (WEEK 1)                           | 40                     |
| <b>Online Modules</b>   | <b>( Found in VLC)</b> |
| DJJ - Child Abuse and Neglect for Mandatory Reporters                                 | Found in VLC           |
| DJJ - Appropriate Professional Relationships and Interactions Among Staff & Residents | Found in VLC           |
| DJJ – Residents’ Right and Prohibited Actions   | Found in VLC           |
| DHRM - Terrorism  | Found in VLC           |
| DHRM - Workplace Violence   | Found in VLC           |
| DHRM - Stress Reduction and Employee Wellness   | Found in VLC           |



## Basic Skills for ALL Non-Security Employees (Week 1)

[Click Here](#)

Credit Hours | 40

**Description** | This one-week course is required for ALL non-security employees who work at a JCC. The 40 hours must be completed in order to be in compliance with Residential Regulations and DJJ Procedures.

| Date        | Time                  | Location                               |
|-------------|-----------------------|--|
| 1/22 – 1/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/19 – 3/23 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/4 – 6/8   | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Basic Skills for Direct Supervision Employees (Week 2)

[Click Here](#)

Credit Hours | 40

**Description** | In addition to week one, this one-week course is required for Direct Supervision Employees who work at a JCC. This 40-hour session completes the required training for new direct supervision employees, in order to be in compliance with Residential Regulations and DJJ Procedures.

| Date        | Time                  | Location                               |
|-------------|-----------------------|--|
| 1/29 – 2/2  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/26 – 3/30 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/11 – 6/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |



## Institutional In-Service

This program is designed for Institutional Staff to further build upon the knowledge gained by in the Basic Skills courses while meeting the annual compliance requirement for all JCC staff. The classes address important topics that staff members will encounter on a daily basis. ALL classes are scheduled from **0800 – 1700 hours** each day, and will be held at the DJJ Training Academy at Virginia Public Safety Training Center, located at 7093 Broad Neck Road, Hanover, VA 23069.

**NOTE Regarding dress down days:** Days 1, 4b, and 5 of In-Service training will be Dress down Days. Proper attire is: solid colored sweatpants/suit, crew neck t-shirt, and athletic shoes. Clothing shall be free of pictures, language, and designs. It cannot be provocative and cannot expose midriff (including while performing physical activities), must fit properly, and be worn as designed. **Not Permitted: tank tops, muscle shirts, open toes shoes, boots, jewelry, and hats.**

Below is an overview of program requirements as defined by each employment type. Please review the Institutional In-Service At-A-Glance on the DJJ website document for additional information and clarification:

### Institutional In-Service for Direct Care Staff

*Applies to Direct Care Staff (All Residential and Security Series Staff) and those serving as AOCs.*

| Institutional In-Service  | Required or Optional |
|---|----------------------|
| Institutional In-Service Day 1: Personal Wellness II  | Required             |
| Institutional In-Service Day 2: Agency Investigations, Residential Operations, and Casework in a Residential Environment        | Required             |
| Institutional In-Service Day 3: PREA, DJJ Leadership, SIB, Safety/Emergency Preparedness  | Required             |
| Institutional In-Service Day <b>4a</b> : Gangs, Regulatory Required Topics, Behavior Management, and CTM Roles and Functions II | Required             |
| Institutional In-Service Day 5: Handle with Care Recertification for Direct Care Staff  | Required             |

### Institutional In-Service for Direct Supervision Employees and Medical Services Providers

*Applies to Teachers/Education, Counselors, BSU, Recreation, Medical Doctors, Dentists, and Nurses.*

| Institutional In-Service   | Required or Optional |
|--|----------------------|
| Institutional In-Service Day 1: Personal Wellness II   | Optional             |
| Institutional In-Service Day 2: Agency Investigations, Residential Operations, Casework in a Residential Environment | Optional             |
| Institutional In-Service Day 3: PREA, DJJ Leadership, SIB, Safety/Emergency Preparedness                             | Required             |
| Institutional In-Service Day <b>4b*</b> : Gangs, Regulatory Required Topics, Safety & Security, and Personal Defense | Required             |

## Institutional In-Service for all other Non-Security Employees

Applies to all other non-security position, including but not limited to: Administrative (Volunteer Coordinators, Safety Officer, etc.), Clerical, Maintenance, Food Service, etc...

| Institutional In-Service   | Required or Optional              |
|--|-----------------------------------|
| Institutional In-Service Day 1: Personal Wellness II   | Optional                          |
| Institutional In-Service Day 2: Agency Investigations, Residential Operations, Casework in a Residential Environment | Optional                          |
| Institutional In-Service Day 3: PREA, DJJ Leadership, SIB, Safety/Emergency Preparedness                             | <b>Required</b>                   |
| Institutional In-Service Day 4b*: Gangs, Regulatory Required Topics, Safety & Security, and Personal Defense         | Optional                          |
| Online Modules   | ( Found in VLC)                   |
| DJJ - Child Abuse and Neglect for Mandatory Reporters  | <b>Required</b><br>(Found in VLC) |
| DJJ - Appropriate Professional Relationships and Interactions Among Staff & Residents                                | <b>Required</b><br>(Found in VLC) |
| DJJ – Residents’ Right and Prohibited Actions  | <b>Required</b><br>(Found in VLC) |

**NOTE: Completion of the Optional 4b\* will also meet the requirements of the online modules.**

### Institutional In-Service Day 1: Personal Wellness II

Credit Hours | 8



**Description** | This course is a continuation of Personal Wellness I. It will help participants understand and learn the value of a lifestyle change for health, recreation, social interaction, nutrition and more at a higher level. Participate in activities that will be motivating and nurturing that will result in a greater sense of wellbeing and self-esteem. This Institutional In-Service course is **required** for all Direct Care and Security Series Staff and **optional** for all non-security employees at the JCC.

**Dress Code** | Sweat pants, sweatshirt or t- shirt, athletic shoes, water bottle, towel

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 1/29 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/12 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/12 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/2  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/23 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/21 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/11 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/25 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Institutional In-Service Day 2: Agency Investigations, Residential Operations, Casework in a Residential Environment

Credit Hours | 8

[Click Here](#)

**Description** | The course will provide participants with an overview of the DJJ Investigation Unit, how investigations are conducted, documentation of incidents, residential operations, and case management in the residential environment as it relates to documentation, treatment, and security. This institutional in-service course is **required** for all Direct Care and Security Series Staff and **optional** for all non-security employees.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 1/30 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/13 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/27 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/13 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/3  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/24 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/22 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/12 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |



## Institutional In-Service Day 3: PREA, DJJ Leadership, SIB, Safety/Emergency Preparedness

[Click Here](#)

Credit Hours | 8

**Description** | This course will provide participants with topics required for compliance with residential regulations. This institutional in-service course is **required for all employees** who work at the JCC.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 1/31 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/14 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/28 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/14 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/4  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/25 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/23 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/13 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/27 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Institutional In-Service Day 4a: Gangs, Regulatory Required Topics, Behavior Management, Roles & Functions II

[Click Here](#)

Credit Hours | 8

**Description** | This course covers the topics Gangs, Regulatory Required Topics, Behavior Management, and CTM Roles & Functions II. This In-Service is **required** for all Direct Care and Security Series Staff, and those functioning as Administrators-On-Call (AOC). All other non-security employees should enroll in the Institutional In-Service Day **4b\***.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/1  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/1  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/5  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/24 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/14 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/28 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Institutional In-Service Day 4b\*: Gangs, Regulatory Required Topics, Safety & Security, and Personal Defense

[Click Here](#)

Credit Hours | 8

**Description** | This course covers the topics Gangs, Regulatory Required Topics, Safety & Security, and Personal Defense. This In-Service is **required** for all Direct Supervision Employees and Medical Services Providers, and **optional** for all other non-security employees. All Direct Care Staff should register for **4a**.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/14 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Institutional In-Service Day 5: Handle with Care Recertification for Direct Care Staff and AOCs

[Click Here](#)

Credit Hours | 8

**Description** | This course covers Mechanical Restraints and Handle with Care Recertification for Direct Care Staff and is **required** for all Security and Residential Series Staff, as well as those serving as Administrators-On-Call (AOC). This is **NOT** for Direct Supervision Employees (such as counselors, teachers, BSU, medical, recreation).

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/2  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 2/16 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/2  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 3/16 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/6  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/27 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/25 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/29 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Leadership and Professional Development

### Emerging Leaders

Credit Hours | 24

[Click Here](#)

**Description** | 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 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.

| Date        | Time                  | Location                               |
|-------------|-----------------------|--|
| 3/13 – 3/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/5 – 6/7   | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

### Frontline Leadership Series

Credit Hours | 36

[Click Here](#)

**Description** | This 36-hour course is specifically designed for supervisors new to DJJ, employees currently serving in a supervisory role, 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

| Date        | Time                  | Location                               |
|-------------|-----------------------|--|
| 1/29 – 2/2  | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/2 – 4/6   | 8:00 a.m. – 5:00 p.m. | Northern Region, TBD                   |
| 5/21 – 5/25 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

### H.R. Essentials for Supervisors

Credit Hours | 36

[Click Here](#)

**Description** | This 36-hour program is designed for new supervisors with foundation skills to support human resources management. The program also provides veteran supervisors with the opportunity to sharpen skills and learn the most recent changes in DJJ policies and procedures; state and federal laws, in addition to perspectives in management areas such as recruitment, performance management, timekeeping and more.

| Date        | Time                  | Location                               |
|-------------|-----------------------|--|
| 2/12 – 2/16 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/16 – 4/20 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/25 – 6/29 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Leadership and Professional Development (Individual Courses)

The following courses provide all DJJ employees opportunities to explore, learn, and obtain skills that develop the individual personally and professionally. Please read course descriptions carefully as some courses may require a different dress code, pre-course work, or may be a part of a grouped training course.

### Customer Service

[Click Here](#)

Credit Hours | 4

**Description** | This course offers the tools and techniques needed to provide excellent customer service support. Having a strong customer service team is important to any organization and it often plays a key role in client satisfaction and the building of a loyal customer base. This hands-on course goes into the fundamentals of customer service.

| Date  | Time                   | Location                               |
|-------|------------------------|--|
| 6/14  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 11/28 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |

### DiSC – Discovering What Makes You Unique

[Click Here](#)

Credit Hours | 4

**Description** | This half – day course is appropriate for professionals at every level that interact with others and want to learn about behaviors. Behaviors are the how of your life and are apparent in the things you do and how you act. Whether you know it or not, these behaviors are so predictable that to react differently requires conscious and focused attention. This class will not only walk you through the values of the four primary behavioral types, but will also help you highlight strengths and areas of opportunities.

| Date | Time                   | Location                               |
|------|------------------------|--|
| 3/21 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 6/20 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 9/26 | 8:00 a.m. – 12:00 p.m. | Eastern Region ( Location TBD)         |



Diversity Awareness

Credit Hours | 4



**Description** | This program is appropriate for professionals at every level who work in a diverse environment and seek to leverage differences while fostering a climate of inclusion.

| Date  | Time                   | Location                               |
|-------|------------------------|--|
| 3/7   | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 5/2   | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 7/26  | 8:00 a.m. – 12:00 p.m. | Eastern Region ( Location TBD)         |
| 9/5   | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 12/19 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |

First Aid, CPR and AED – American Red Cross

Credit Hours | 7



**Description** | the purpose of this course is to help the participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teach skills that participants need to know to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over.

| Date  | Time                  | Location                               |
|-------|-----------------------|--|
| 3/6   | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 4/11  | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 5/15  | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 6/19  | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 7/24  | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 8/28  | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 10/30 | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 12/18 | 8:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |

FLSA, Timekeeping, TAL & Benefits (Stand Alone)

Credit Hours | 8



**Description** | This course explains FLSA, TAL & Benefits. Topic include but are not limited to: issues involving minimum wage and overtime, how "exempt" employees are classified, independent contractors and recordkeeping requirements, among others. Per SOP#: VOL IV-4.1-1.09 This course is one of six classes that satisfy the H.R. training requirement for all new supervisors. In addition, it is one of six classes that satisfy the mandated H.R. supervisory re-training that is to be completed every two (2) years. **Please do not enroll in this class individually if you are currently enrolled for H.R. Essentials for Supervisors.**

| Date | Time | Location |
|------|------|----------|
|------|------|----------|

|      |                       |  |
|------|-----------------------|--|
| 2/13 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/17 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/26 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Performance Management (Stand Alone)

Credit Hours | 8



**Description** | This course will enable you to define performance management; describe the performance management cycle; understand the EWP; describe the rating levels; discuss the recognition of employees; and describe the appeal process. \*Per SOP#: VOL IV-4.1-1.09 This course is one of six classes that satisfy the H.R. training requirement for all new supervisors. In addition, it is one of six classes that satisfy the mandated H.R. supervisory re-training that is to be completed every two (2) years. **Please do not enroll in this class individually if you are currently enrolled for H.R. Essentials for Supervisors.**

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/15 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/19 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/28 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Personal Wellness I

Credit Hours | 8



**Description** | This 8 hour training is to provide the participant with the tools to make better and healthier choices that will allow them to be more productive in their daily life and to experience the active side of living. The training will include the following: How stress works in your life, How to identify the areas in your life that need attention, How to eat healthier, How to exercise properly and safely, Weight management, Fit & Tone, Rehab & Recovery, Performance Training. Training will include a fitness assessment to measure your fitness level, 4 laps walk/run and a resistance-training workout.

Dress Code:

Sweat pants, sweatshirt or t- shirt, athletic shoes, water bottle, towel This is an activity-based class

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 3/20 | 8:30 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/10 | 8:30 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 5/8  | 8:30 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/7  | 8:30 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Preventing Harassment (Stand Alone)

[Click Here](#)

Credit Hours | 8

**Description** | This course will help you become familiar with DHRM's Standards of Conduct and DJJ Staff Code of Conduct policies; provide examples of group offenses; increase your knowledge of the informal and formal process of disciplining an employee; as well as become familiar with the grievance process, its steps, and time frames. \*Per SOP#: VOL IV-4.1-1.09 This course is one of six classes that satisfy the H.R. training requirement for all new supervisors. In addition, it is one of six classes that satisfy the mandated H.R. supervisory re-training that is to be completed every two (2) years. **Please do not enroll in this class individually if you are currently enrolled for H.R. Essential Skills for Supervisors.**

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/16 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/20 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/29 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Recruitment & Selection (Stand Alone)

[Click Here](#)

Credit Hours | 8

**Description** | This course reviews recruitment and selection topics including: federal & state laws; pre-recruitment requirements/tasks; assisting with pre-recruitment tasks; recruitment requirements/tasks; utilizing RMS and preparing the supervisor for screening applicants; lawful interviewing; responding to applicant questions; hiring requirements; and creating & maintaining recruitment files. \*Per SOP#: VOL IV-4.1-1.09 This course is one of six classes that satisfy the H.R. training requirement for all new supervisors. In addition, it is one of six classes that satisfy the mandated H.R. supervisory re-training that is to be completed every two (2) years. **Please do not enroll in this class individually if you are currently enrolled for H.R. Essentials for Supervisors.**

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/12 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/16 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/25 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Résumés, Interviews, and the State Application

[Click Here](#)

Credit Hours | 6

**Description** | A one-day course available for all DJJ employees. Through lecture, group activities, and peer support, participants will explore job searching best practices. During the day, participants will explore how to express their qualifications through Résumé tailoring and interviewing preparation/practice. Additionally, participants will take a look at state job postings and discover tips that will assist in getting to the interview process.

| Date    | Time                  | Location                               |
|---------|-----------------------|--|
| 4/23/18 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |

## Standards of Conduct/ Grievance (Stand Alone)

Credit Hours | 8

[Click Here](#)

**Description** | This course will help you become familiar with DHRM’s Standards of Conduct and DJJ Staff Code of Conduct policies; provide examples of group offenses; increase your knowledge of the informal and formal process of disciplining an employee; as well as become familiar with the grievance process, its steps, and time frames. \*Per SOP#: VOL IV-4.1-1.09 This course is one of six classes that satisfy the H.R. training requirement for all new supervisors. In addition, it is one of six classes that satisfy the mandated H.R. supervisory re-training that is to be completed every two (2) years. **Please do not enroll in this class individually if you are currently enrolled for H.R. Essentials for Supervisors.**

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/14 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 4/18 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |
| 6/27 | 8:00 a.m. – 5:00 p.m. | Virginia Public Safety Training Center |

## Taking Control of Workplace Conflict

Credit Hours | 4

[Click Here](#)

**Description** | this half-day course is appropriate for professionals at every level who regularly interact with others and want to improve their conflict management skills in order to increase their satisfaction and productivity on the job.

| Date | Time                   | Location                               |
|------|------------------------|--|
| 5/16 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 8/15 | 8:00 a.m. – 12:00 p.m. | Western Region (Location TBD)          |

## Team Building

Credit Hours | 4

[Click Here](#)

**Description** | This program explores the essentials that team members and leaders need to understand for team success. Included in the session: discussion around the different types of teams, the four stages of team development, and how to understand/deal with different personalities on the team. This course will increase your knowledge and ability to recognize the difference between teams and groups; understand the need for balance between task behaviors and team behaviors; obtain unconditional commitment and accountability from team members; establish team guidelines; and define effective individual team roles

| Date  | Time                   | Location                               |
|-------|------------------------|--|
| 4/25  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 7/25  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 10/17 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |

## Time Management

Credit Hours | 4

[Click Here](#)

**Description** | This program is appropriate for employees and professionals at every level who want to be able to accomplish their work as productively as possible in an increasingly fast paced and rapidly changing work environment.

| Date  | Time                   | Location                               |
|-------|------------------------|--|
| 4/10  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 6/19  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 8/21  | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 10/11 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |
| 11/14 | 8:00 a.m. – 12:00 p.m. | Virginia Public Safety Training Center |

## Technology

The DJJ Training Academy offers a variety of technology related professional development courses available for DJJ employees. Although participants must enroll in each course individually, courses are scheduled in three day blocks throughout the year. Please pay close attention to the course descriptions when enrolling. Courses are designed based on participant experience level. Advanced Solutions courses do not require a prerequisite.

### Excel 2016: Business Basics

Credit Hours | 6

[Click Here](#)

**Description** | Available for all DJJ employees. A course ideal for beginners interested in learning a basic command of Microsoft Office Excel 2016. This course provides instruction on creating and formatting worksheets using Microsoft Excel as well as sorting data, creating fill series, creating basic formulas, using functions, and creating charts.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 3/20 | 9:00 a.m. – 4:00 p.m. | Western Region, TBD                    |
| 4/17 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 6/12 | 9:00 a.m. – 4:00 p.m. | Northern Region, TBD                   |

## Excel 2016: Advanced Solutions

Credit Hours | 6

[Click Here](#)

**Description** | Available for all DJJ employees. A course ideal for intermediate users with a sound understanding of excel basics. This course provides an in-depth instruction on workbooks and allows participants to solve current workplace questions in a practical lab experience.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/28 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 5/16 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |

## PowerPoint 2016

Credit Hours | 6

[Click Here](#)

**Description** | Available for all DJJ employees. A course ideal for those interested in learning more about Microsoft office PowerPoint. This course provides instruction on creating presentation, animating slides, and using special features

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 3/1  | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 3/22 | 9:00 a.m. – 4:00 p.m. | Western Region, TBD                    |
| 4/19 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 5/17 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 6/14 | 9:00 a.m. – 4:00 p.m. | Northern Region, TBD                   |

## Word 2016: Business Basics

Credit Hours | 6

[Click Here](#)

**Description** | Available for all DJJ employees. This course is ideal for beginners interested in learning a basic command of Microsoft Office Word 2016 and keyboarding skills. This course provides instruction on creating, editing, and formatting documents using word processing applications.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 3/21 | 9:00 a.m. – 4:00 p.m. | Western Region, TBD                    |
| 4/18 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 6/13 | 9:00 a.m. – 4:00 p.m. | Northern Region, TBD                   |

## Word 2016: Advanced Solutions

[Click Here](#)

Credit Hours | 6

**Description** | Available for all DJJ employees. A course ideal for intermediate users with a sound understanding of word basics. This course provides an in-depth instruction on document creation and allows participants to solve current workplace questions in a practical lab experience.

| Date | Time                  | Location                               |
|------|-----------------------|--|
| 2/27 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |
| 5/15 | 9:00 a.m. – 4:00 p.m. | Virginia Public Safety Training Center |

## Online Courses

### Travel Training

[Click Here](#)

Credit Hours | 2

**Description** | This course has been designed to familiarize participants with state and agency policies and procedures in regards to travel planning and reimbursement. Travelers are responsible for knowing and following all state as well as agency mandates pertaining to travel. The goal is to ensure that all travelers are reimbursed in accordance with CAPP and agency guidelines as timely as possible. Participants will be required to take and pass a short quiz testing their knowledge of travel training.

### Resident Rights and Prohibited Actions

[Click Here](#)

Credit Hours | 1

**Description** | The following course meets the regulatory requirements for initial and annual retraining compliance requirements.

### Appropriate Professional Relationships and Interactions Among Staff & Residents

[Click Here](#)

Credit Hours | 1

**Description** | The following course meets the regulatory requirements for initial and annual retraining compliance requirements.

### Recognizing and Reporting Child Abuse Neglect for Mandatory Reporters

[Click Here](#)

Credit Hours | 1

**Description** | The following course meets the regulatory requirements for initial and annual retraining compliance requirements.