

What Kind of Bridge are You Building

"You need determination over discouragement, enthusiasm to train law enforcers, and the self-confidence to believe you will succeed." ~Police Instructor



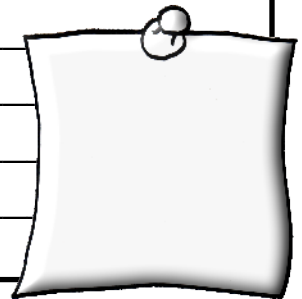
More Afraid of Speaking than Death?

Where does the statement "People fear speaking in public more than death" come from?

"There are two types of speakers. Those who get nervous, and those who are liars." ~Mark Twain

Planning & Preparation

"Wisdom is knowing what to do next; skill is knowing how to do it, and virtue is doing it." ~David Starr Jordan



"Be _____; Be _____; Be _____." ~Franklin D. Roosevelt

Tips, Tricks, & Techniques

- **Use a Theme** - Regardless of your topic, themes are an effective principle to enhance your presentations for an academy or in-service training, and it will help the learner retain the information by keeping everything connected. Be creative when selecting your theme and the audience will benefit greatly.
- **Never Try to Memorize** - Memorization is a trap that destroys effectiveness for instructors who do not trust in their knowledge and experience. Focus on your ideas and not on words. A few notes on the lectern, or hints in a slide show, should be enough to remind you of your message and its key points. We speak with others spontaneously. We think in ideas – if our ideas are clear, the words will come without memorization.
- **Always Review Out Loud** - Read your presentation out loud and make sure it sounds as good as it looks. By reading it out loud, you will know what it sounds like for your students, and how long it will take. If something does not sound right to you, it definitely will not sound right to them – fix it.
- **Practice Makes Permanent** - Like it or not, you need to prepare and then practice your presentation. That alone eliminates most of the undue stress we experience before teaching. When you know the material well, you do not have to worry about it during your presentation.
- **My Topic Sucks!** - When you are assigned a topic that sucks, it is a good idea to ask yourself a couple of questions, "What can go right if I do a good job?" and "What can go wrong if I do not?" Give them your best.

Increase Audience Participation

"There is creative vision in each of us, but sometimes it's hard to get that creative part started."

~Barbara Januszkiewicz

Question Board:

Rolling the Dice:

Campfire Cops:



Tips, Tricks, & Techniques

■ **Running Long and Staying After** - If you find yourself running out of time, make sure you give the class all the required information before they leave. Do not make students responsible for finding the material you should have provided them. The sight of an instructor rushing out of the classroom ahead of their students is embarrassing to watch.

Plan your time so you are available after class for questions, and if you cannot stay a few minutes after, consider finding a topic that demands less time from your schedule. Students have trouble believing the material is important if you did not prepare or stick around to answer questions. As instructors, we can model professionalism by always respecting our students' time – even if they do not respect ours.

■ **Finishing Strong** - A compelling ending for your presentation is just as important as the beginning. If you end by taking questions, you risk an *irrelevant* question and answer being the last thing students hear. What message would you like students to remember about your presentation tomorrow, next week, or next year? That message is what your ending should be. Leave enough time to drive home your *theme* before ending your presentation, and let that be the lasting impression in the students' minds as they walk away.

Dynamic Delivery

Don't Try to be Funny, Just _____ .

"B" Key:

10 Minute Rule:

Have a Conversation:



Tips, Tricks, & Techniques

■ **Active Learning Creates Humor** - The more active learning you build into your presentation, the more humor, interest, and engagement will be created. Group exercises, role-plays, demonstrations, and teach-backs are highly charged humor machines. Not only are these methods the best way to learn but they are inherently funny.

Studies show that cognitive thinking and creativity will dramatically increase with positive emotions, and humor is as positive as we get. If you feel comfortable, practice using humor in your presentations and look for the right anecdote, story, or example that fits. Humor helps the audience relax and connect to the presentation as well as the presenter. Everyone enjoys a lecture more when they get the chance to laugh and smile.

■ **Improve Your Instructor Mojo** - People are not born great detectives, crime scene investigators, or cops. They may have God-given talents for our profession but it takes hard work to get in. Only through determination and training can cadets achieve a worthwhile career in law enforcement and gain the experience to become a great cop. It also takes education, training, and experience to become a great police instructor, and like any important law enforcement duty, the journey will involve some struggles. It is worth the effort to persevere and take your place as a trainer of guardians.

You should always look for that *“one more thing”* that will make you a better instructor. A new idea, unique activity, or innovative method that will provide you with cool *Ninja instructor skills* that no other trainer possesses. Seeking to improve will make you a good instructor. There is always some area where you can improve, and if you are already a *good* instructor, seeking to improve is how you become a *great* instructor.

Take one new idea from *Police Instructor 201*, and incorporate it into your next presentation – it will be more effective and engaging. Even better, add three or four ideas and make it intriguing. You will stand out with law enforcers and cadets by doing the little things that many instructors will not.

Refrain from being your own worst enemy and cut yourself some slack when it comes to trying something new. If it does not feel right, try something else – but keep trying. What really counts is your determination to continually improve your craft.

Design Engaging Slides

"90% of PowerPoints Suck!" ~Guy Kawasaki

PowerPoint: Make a _____.



Tips, Tricks, & Techniques

First Impressions - Be straightforward and show the audience respect, and they will do the same for you. Express your honest opinions without reservation and the audience will feel connected with your message even if they disagree with you. It is important that the audience understands you are there to talk *with* them, not *at* them. You are there to have a conversation and challenge them to participate. Here are a few easy ways to connect with any audience:

- **Mention people & Groups.** Before you start speaking, meet the people who are there to hear your presentation. Ask them questions about work, family, and what they hope to get from your talk. Once you start, strategically weave a few of the names and interesting bits of information you discovered into your message.
- **Ask questions.** Instead of simply transferring information during your presentation, include the audience by asking questions – not just the *yes* or *no* type. Invite them to share their ideas, opinions, stories, and reactions.
- **Current & local news.** Check for relevant news that is hot off the presses. With a multitude of law enforcement websites, it is easy for you to get the most up-to-date information available on any subject. Check the local newspaper or websites for relevant information specific to your training location. It adds freshness when you talk about current events happening in the lives of your audience.
- **Customize the show.** It can add a connection simply by customizing your first slide with a logo, badge, or patch that represents the audience. You may also find a place to slip other types of news or information into your presentation that will directly relate to the group.

Active Learning

"For the things we have to learn before we can do them, we learn by doing them." ~Aristotle

At a
Second Glance



Tips, Tricks, & Techniques

Lectures are the backbone of the education system in America, and criminal justice training is no exception. While I like to highlight the increased value of active learning, the lecture will always have a place in the learning process. Lecture can be an excellent method to convey information when it is done well; however, active learning – which requires students to discover, discuss, demonstrate, and explain the information – is more suited to our audience. The two methods should be combined by the police instructor to create *Spellbinding Lectures*.

*"I hear and I forget. I see, I remember.
I do, I understand." ~Confucius*

When you instruct, you are responsible for passing along wisdom – not just information. Engaged cops and cadets are enthusiastic to learn and become active participants in their own training. To create productive, memorable, and vibrant classes, an instructor must continually work on increasing audience participation. A good format will include group discussions, lectures, guest speakers, case studies, review games, and other activities. Active learning and audience participation may require more from you as an instructor but, the payoff for the audience is worth it. Your efforts will benefit them with a deep understanding of the topic and prepare them for the tasks that lay ahead.

It is difficult for cadets to comprehend the serious nature of law enforcement if they sit and listen to lecture after lecture without any real examples. While the responsibility to survive falls on the officer in *that moment*, we share in that responsibility as their instructor. If we fail to gain the participation of our audience, we may send them into the field unprepared to face the duties and dangers that await them.

"There is only one way under high heaven to get anybody to do anything. Just one way. And that is by making the other person want to do it." ~Dale Carnegie

Instructor Resources

www.LEO-Trainer.com

You will find valuable resources throughout the site to enhance your training including a large collection of slide show presentations, images, videos, training materials, and other information that will aid anyone involved with training law enforcers. The web site is a FREE resource for anyone who trains guardians.

ILEETA.org

The International Law Enforcement Educators and Trainers Association was formed in 2002 to serve the needs of criminal justice trainers and educators throughout the world. ILEETA provides information, training resources, member discounts and networking along with several law enforcement magazine subscriptions and quarterly publications. They also offer a highly recommended training conference each year. It is definitely worth your investment to join. The membership application is available at LEOtrainer.com/ileeta. I consider my membership with the organization to be one of my best investments as a police instructor.

NLEARN.org

The National Law Enforcement Academy Resource Network links all the U.S. law enforcement training academies together and provides a variety of resources for commanders and instructors. They have a newsletter and public forums filled with valuable information for anyone who trains law enforcers. The organization is federally funded and free of charge.

Prezi.com

Prezi is the next generation of presentation design. It can incorporate your current PowerPoint slides into a new Prezi show that will wow any group you're training. And I mean any group! Prezi is the biggest advancement in presentation design since the slide format was developed decades ago, and the change is dramatic for instructors and their audience. The law enforcement audience you serve will love Prezi shows as a refreshing change of pace from the static slide shows they are familiar with. Prezi is a *Ninja instructor skill*.

Prezi lets you bring your ideas into one space and see how they relate helping you connect with your audience. Zoom out to see the big picture and zoom in to see details — a method you just have to see to fully understand. You can visit Prezi.com and use the software for free to see how you like it, and you will like it.

California POST post.ca.gov

California's Commission on Peace Officer Standards and Training is a great resource for instructors whether you are from California or not. They have publication and training resources that will benefit you and your students. If you visit their Instructor Development Institute website at www.postidi.com, you will see the dedication they have to our craft. It is second to none, and that is coming from a *Buckeye!*

TheIACP.org

The International Association of Chiefs of Police is a great resource for you as a police instructor. Their leadership and professionalism in the field of police training assures you that their resources are top notch. Police Chief Magazine is viewable online and is packed full of wisdom and ideas for your next class.

LinkedIn.com Law Enforcement Training Groups

LinkedIn is a social networking site that was launched in 2003, mainly used by professionals. As of March 2011, LinkedIn reports more than 120 million registered users spanning more than 196 countries and territories worldwide. The network has hundreds of groups dedicated to law enforcement, training, and education that can benefit you. Join today and you will be able to network with instructors from around the corner or around the globe. The groups are listed at LEOtrainer.com/forums.



www.LEO-Trainer.com

Phalanx Law Enforcement

The Phalanx is a formation credited to the Spartans that we still use today in law enforcement for crowd control. The Spartan soldiers would stand shoulder to shoulder forming a strong foundation that could withstand a formidable attack. Each soldier was responsible for the safety of their comrades on either side. Their shield protected the soldier on their left and their spear protected the soldier on their right. They may have used the same cliché that we do, "I've got your back."

Phalanx LE is my take on the values that were handed down by the Spartans that lived and died inside the formation. As instructors, we should be willing to stand shoulder to shoulder in our common cause – to train the finest guardians possible. By aiding those instructors around us, we build a strong foundation of knowledge that develops into wisdom for our students. They will stand strong against evil because of our guidance and example as an instructor.

I want to challenge you to be a producer of knowledge for fellow instructors – not just a consumer. Creativity does not happen by accident; you must intentionally pursue unique and innovative methods to enhance your craft. Combine your creativity and passion to write a better book than *Police Instructor* or design a more engaging website than *LEOtrainer.com*. Show your passion for training and join our mission to build a strong *Phalanx* – law enforcement style.

"I am only one, but still I am one. I cannot do everything, but still I can do something; and because I cannot do everything, I will not refuse to do something that I can do." ~Helen Keller



Police Instructor

Police Instructor reveals the essential skills that a law enforcement trainer must possess to create an active learning environment.

- Public Speaking
- Creative Slide Design
- Dynamic Delivery
- Storytelling as a Training Tool
- Engaging & Effective Humor
- Group Facilitation
- Experience Based Training
- Speech Design and Delivery
- Dealing with Disruptive Students
- Managing Law Enforcement & Cadet Learning Styles
- Creating Spellbinding Lectures

Whether you are teaching a class of cadets, field training a rookie, delivering a civic speech, serving as an SRO, or conducting roll-call training, you will be able to use the resources in *Police Instructor* to enhance the training experience.

Join law enforcement trainers from across the nation and around the world who have implemented the tips and techniques found in *Police Instructor*. Allow *Police Instructor* to become your ally and provide you with a variety of methods to enhance your training - law enforcement and society will both benefit from your efforts!

amazon.com
Rating

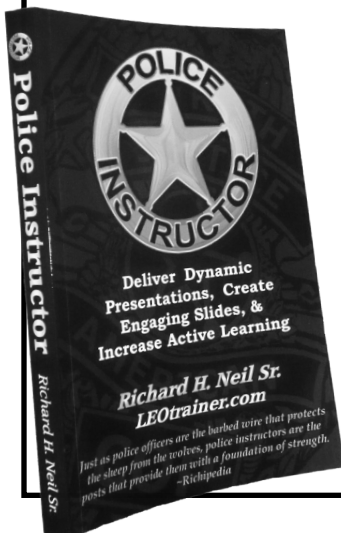


Your book should be part of any instructor techniques course... whether on the academy level, inservice, or for those of us that travel around the country involved in law enforcement training. ~Robert Alfonso, Globus TraCon LLC, Captain (ret.) Pinellas County Sheriff's Office, Florida

I highly recommend Richard's book as a resource for instructors- it should be placed within easy reach and opened often. It is not a read once and put away resource. ~Jim Fraser, California POST Master Instructor Development Program, Fraser and Associates, Inc.

Police Instructor is dynamic, entertaining, and enjoyable reading. The detailed instructions describing precisely how to create effective visuals and appealing presentations will improve the delivery of even seasoned presenters.

~Anne Bremer, Managing Editor, Law Enforcement Today



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