

PROFESSIONAL DEVELOPMENT PLAN



Fiscal Year 2020
July 1, 2019-June 30, 2020



Professional Development Plan

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Background / Mission

This Professional Development Plan has been developed to ensure the strategic alignment of the development opportunities offered by the Professional Development Bureau. The plan is focused on improving the current performance of The Montana Department of Corrections, as well as ensuring skill sets specific to corrections professionals exist amongst department employees.

This plan is a blue print that supports the optimization of the human resource capital in the department. An essential nature of the Professional Development Plan is alignment to the department's strategy to enable its vision to be realized.

The goal of this document is to present a set of strategies to help both the Professional Development Bureau and managers form a partnership to ensure employees acquire the necessary knowledge, skills, and attitude to perform their jobs better and align their performance with the department's strategic direction.



Mission Vision | Montana Department of Corrections

Mission: The Montana Department of Corrections enhances public safety, supports the victims of crime, promotes positive change in offender behavior, and reintegrates offenders into the community

Vision: To promote and contribute to the success of individuals engaged with the criminal justice system while providing safety and security for victims and Montana communities



Professional Development Requirements | Organizational Initiatives

The Professional Development Bureau shall prioritize the implementation of professional development needed to support the following initiatives:

1. Develop DOC programs for leadership, wellness, and mentoring
2. Improve corrections specific learning and development
3. Develop internal culture receptive to risk reduction and reentry work

Course Information \ Description & Professional Development Bureau Bio's

Courses \ Descriptions

American Indian Cultural Awareness

*Offered: Scheduled by Instructor

Hours: 2

Instructor(s): Harlan Trombley

Prerequisite(s): None

This course is designed for the student to develop an understanding of the Native American Culture and create an atmosphere of mutual respect between staff and offenders. The student will learn about the various tribal nations in Montana and develop an understanding of their history, recognize cultural habits of the American Indian, understand religious ceremonies and the meaning of each religious object used in these ceremonies and belief system.

Crisis Intervention & De-Escalation Techniques

Offered: 3 courses / year or as needed

Hours: 4

Instructor(s): PDB Staff

Prerequisite(s): None

This course is designed for students to have the knowledge of Crisis Intervention; how to recognize if someone is in a crisis state, some common causes and some intervention techniques.

This course is designed for students to learn how to demonstrate intervention concepts, active listening skills and 8 standardized de-escalation techniques when handling anyone in a crisis state.

Defensive Tactics

Offered: As needed

Hours: 2 – 8

Instructor(s): Certified HFRG (formerly PPCT) Defensive Tactics Instructors

Prerequisite(s): None

This course is designed for the student to learn and practice defensive tactics techniques which includes handcuffing, take downs, escort techniques, pressure points, and use of force human factors.

Emotional Intelligence

Offered: 4 courses / year or as needed

Hours: 2-3

Instructor(s): PDB Staff

Prerequisite(s): None

This course is designed to explore our self-awareness, self-management, social awareness and how this effects

personal and organizational productivity. Students will recognize the many facets of intelligence in ourselves and others. We will summarize emotional intelligence and its five basic components.

Essential Skills for New Supervisors (NIC)

Offered: Annually

Hours: 36

Instructor(s): PDB Staff

Prerequisite(s): Designed for new or current supervisors

This course is designed for the new supervisor, in a corrections environment, to learn and sharpen their leadership and communication skills. Students will learn the roles and responsibilities of a new supervisor, how to communicate effectively as a supervisor, effectively use problem-solving approaches as a supervisor, identify workplace conflict and strategies to managing them, work together as a team to accomplish organizational and personal goals and complete a supervisory development plan.

Fatigue to Fulfillment

Offered: 2 courses / year

Hours: 4 – 8

Instructor(s): Dave Garcia, Don Gerstein

Prerequisite(s): None

This course is designed for the student to address psychological challenges experienced by correctional employees due to workplace stressors and ways to overcome them. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee well-being and help create and sustain a positive organizational climate.

Firearms Instructor

Offered: As Needed

Hours: 40

Instructor(s): DOC Certified Instructors

Prerequisite(s): None

This course will help to develop Instructors with additional knowledge, skills & techniques needed to organize, instruct and certify staff for all firearms requirements. This course is POST certified.

First Aid/CPR/AED/Bloodborne Pathogens

Offered: 4 courses / year or as needed

Hours: 3-4

Instructor(s): PDB Staff, Various

Prerequisite(s): None

The ECSI First Aid course includes: Clear, concise direction on how to perform CPR and use an AED during an emergency; Core information for first aiders presented in a clear, concise and straight forward format; Offers step by

step explanations and visual summaries of important skills; and provides a concise summary of what signs first aiders should look for and what treatment steps they should take.

Group Facilitation

Offered: 3 courses / year or as needed

Hours: 4

Instructor(s): PDB Staff

Prerequisite(s): None

This course is designed to assist staff facilitation for those working with offenders in a group setting. It will strengthen the competency in handling problems or situations that may arise.

Instructor/Curriculum Development

Offered: 2 courses / year

Hours: 40 (16 hours online/24 hours classroom)

Instructor(s): PDB Staff

Prerequisite(s): 16 hours of on-line training (followed by 24 hours classroom)

This course is designed to instruct the student in the methods to deliver established curriculum, understand the needs of adult learners and learning theory, characteristics of learners and learning styles, manage the learning environment, use a lesson plan following the ITIP Instructional Theory Into Practice format, know what the performance objectives, teaching methods and instructional strategies are, know the appropriate use of training aids, learn about the copy right laws, utilize the ITIP model for instructional lesson plan design and utilize instructional strategies.

Investment in Excellence – Phase I & Phase II

Offered: 2 courses / year

Hours: 40

Instructor(s): PDB Staff, Lisa Hunter

Prerequisite(s): None

CEU: 15 hours LAC

This course is designed to help the student better understand why they think, feel, and behave the way they do, increase their comfort level in new situations, improve their level of performance in any areas they choose, dramatically reduce their levels of stress tension and anxiety, improve the quality of their relationships – at home, at work and where ever they go, and set and achieve goals that make a difference in their life.

Mindful Supervisor (NIC)

Offered: Annually

Hours: 24

Instructor(s): PDB Staff

Prerequisite(s): Designed for seasoned/experienced supervisors

This course is designed for the student to learn and practice skills to deepen self-awareness and the ability to focus on

the moment, values clarification, integration of mindfulness into the essential interpersonal communication skills of listening, feedback and conflict, and improve effectiveness as supervisors.

Montana Offender Reentry and Risk Assessment (MORRA)

Offered: 4 courses / year

Hours: 16

Instructor(s): Jim Pagels, Darren Zent

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to understand the importance of risk and need assessment and classification, the principles of effective classification and develop skills and knowledge necessary to administer the Montana Offender Reentry and Risk Assessment. The training will focus on the risk, need, responsivity, and override principles; scoring the instruments; reviewing effective interview skills and integrating MORRA into case plans.

Motivational Interviewing (Effective Communication)

Offered: 4 courses / year

Hours: 16

Instructor(s): PDB Staff, Jessica Conell, Don Gerstein

Prerequisite(s): None

CEU: 24 hours LAC

This course is designed for staff working with resistive, chemically dependent or criminal populations. It provides specific knowledge, skills and techniques to more effectively reduce offender resistance, increase offender motivation to change and reduce individual criminal risk.

Motivational Interviewing-Basics

Offered: 4 courses / year or as needed

Hours: 2

Instructor(s): PDB Staff

Prerequisite(s): None

This course introduces employees to the basic terms and concepts of Motivational Interviewing. Participants will explore Motivational Interviewing basic skills, language and concepts; explain Motivational Interviewing and its place in Corrections; and recognize the importance of Motivational Interviewing skills for promoting offender success.

Multi-Generational Workforce in Corrections

Offered: 2 courses / year

Hours: 4**This course is currently under review & re-write

Instructor(s): PDB Staff

Prerequisite(s): None

This course is designed for the student to learn the symptoms of inter-generational conflict the corrections profession is experiencing. Each generation has different expectations and needs in their jobs and careers. To effectively build on the strength of each generation, we must recognize and understand those differences. Understanding how the

generations grew to become who they are appreciating their differences and listening to the needs of multi-generational co-workers are the first steps to finding solutions to multi-generational conflict.

PREA Classroom Refresher – 2019

Offered: 4 courses / year or as needed – odd numbered years

Hours: 4

Instructor(s): PDB Staff, Michelle Morgenroth, Tom Bolton, Nancy Sharkey, Don Gerstein

Prerequisite(s): None

This refresher course is designed to assist adult prisons, lockups, community corrections in their efforts to eliminate sexual abuse by increasing their capacity for prevention, detection, monitoring, responses to incidents and services to victims and their families. The participants' will learn their duties and how to supervise in facilities with cross gender inmates, LGTBI and non-conforming inmates. Students will know the PREA Standards while supervising offenders. This training meets all PREA standards and audit requirements.

Professional Boundaries

Offered: 2 courses / year or as needed

Hours: 4**This course is currently under review & re-write

Instructor(s): PDB Staff

Prerequisite(s): None

CEU: 3.5 hours for LAC

This course is designed for the student to address personal and professional boundary issues experienced by correctional employees while working with offenders in any capacity and how to recognize these issues. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee's ability to overcome red flags, personal boundary issues, and effectively work with offenders.

Social Media

Offered: 2 courses / year

Hours: 1.5

Instructor(s): PDB Staff

Prerequisite(s): None

This course is designed to inform staff of the impact social media has in their personal lives as well as their professional lives.

The Pacific Institute® Facilitator

Offered: Annually

Hours: 32

Instructor(s): Dave Garcia, Lisa Hunter

Prerequisite(s): None

This course is designed to instruct the student in methods to incorporate facilitative skills into their communication style to enrich their strengths in leading, coaching, mentoring and modeling. This course will integrate the

organization's vision and goals to improve organization culture and produce positive behavior change to increase collaborative engagement and productions. The students will be able to describe the importance of Social Learning Theory and cognitive strategies in facilitating the Pacific Institute® programs; recognize the qualities, skills, attitudes and techniques to be an effective facilitator; identify the stages of the learning cycle and facilitate to each stage in the cycle; understand and apply learner-centered instruction in facilitating groups; apply the concepts of effective group management; and, demonstrate competencies by planning and presenting a unit in a setting that stimulates the actual environment.

Thinking for a Change

Offered: 2 courses / year or as needed

Hours: 44 (20 hours VLT & 24 ILT)

Instructor(s): Jim Pagels

Prerequisite(s): None

Thinking for a Change is a 25-session evidence based cognitive behavioral program from the National Institute of Corrections and is designed for offenders. This class is conducted in a blended learning environment. Students will learn how to co-facilitate the session first on-line then will have the opportunity to participate as a facilitator in a class-room setting. Thinking for a Change is the Montana Department of Corrections Cognitive Behavioral program utilized with its offender population.

True Colors for Corrections

Offered: Scheduled by Instructor

Hours: 4

Instructor(s): Lisa Hunter

Prerequisite(s): None

This course is designed for the student to understand that the similarities and differences of all people leads to developing improved communications skills, greater appreciation of the uniqueness of self and others, and more meaningful relationships. This hands-on, interactive, energizing course will guide participants through the True Colors foundational experience, in the Corrections setting. Students will participate in practical and useful activities, so they will be able to apply the True Colors concepts to both personal and professional lives.

Verbal Defense & Influence – Initial

Offered: 2 courses / year

Hours: 7

Instructor(s): Dave Garcia, Tom Bolton, Nancy Sharkey

Prerequisite(s): None

CEU: 6 hours LAC

This course is designed for the student to increase staff safety, enhance professionalism and reduce complaints, vicarious liability and personal stress. The training provides staff who work with offenders with the principles and tactics to use "Presence of Words," to calm difficult people who maybe under severe emotional or other influences and diffuse potentially dangerous situations by redirecting hostile behavior.

Verbal Defense & Influence – Advanced

Offered: 2 courses / year

Hours: 3-4

Instructor(s): Dave Garcia

Prerequisite(s): Must have attended the full Verbal Defense & Influence course

This course is an extension of the initial Verbal Defense & Influence course, specifically focusing on Conflict Management. We all know conflict happens in all our lives at one time or another, it is how you handle that conflict that will determine the outcome. Students will know and identify non-escalation, de-escalation and crisis intervention tactics to communicate the best possible outcomes during any conflict they may encounter.

Women's Risk / Needs Assessment (WRNA)

Offered: Scheduled by Instructor(s)

Hours: 16

Instructor(s): Jennie Hansen, Darren Zent, Katie Weston, Wayne Bye

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to learn evidence-based practice, gender-responsive strategies and principles; interview/listening skills and Motivational Interviewing; use of the Women's Risk/Needs Assessment (WRNA); and case planning. The WRNA is intended to be used as a risk/needs assessment for women offenders assigned to institutions, pre-release, community residential settings, probation and parole.

Professional Biography's for the Professional Development Bureau

Dave Garcia, Professional Development Bureau Chief

Dave Garcia has been employed with the Montana Department of Corrections for the past 28 years.

He started out in 1991 as a Correctional Officer at the Montana State Prison in Deer Lodge, working all Correctional Officer posts within the prison, housing units, recreation areas, hospital duties and all other assignments until 1995.

In 1995, Dave was promoted to Correctional Recreations Specialist, working and supervising the gym/yard security, inmate recreation and inmate programming for approximately 1300 inmates until 2000.

In 2000 Dave was promoted to Correctional Sergeant. Working all the inmate housing units, command post positions and many other duties until 2005.

In 2005 he was promoted as a Training Specialist to the Montana State Prison Staff Development where he provided updated training and staff development to all employees, reviewing and updating all training curriculums and assisted in writing policy and procedures. He provided insight to best correctional practices regarding security, housing offenders, classification and placement of offenders.

In November 2012 Dave was promoted the Department of Corrections Professional Development Training Manager working within the Professional Development Bureau. In this role he was responsible for managing the Department of Corrections training center operation located in Deer Lodge. He provides insight to all department agencies regarding training needs, reviews curriculum development, provides national level course training to supervisors and provides in-service courses for staff at most of the housing facilities in Montana and Adult/Juvenile Probation & Parole. He also keeps abreast of current laws, updating training for staff to best meet the needs of our ever-changing staff, offenders and communities.

In July 2017 Dave was promoted to Bureau Chief of the Professional Development Bureau, where he currently oversees the DOC training curriculums for all facilities, juvenile programs, Probation & Parole, and any new or updated training courses. Dave works with NIC (National Institute of Corrections) ensuring Montana is receiving the best and most current correctional practices.

Jim Pagels, Professional Development Specialist

Jim Pagels is a Professional Development Specialist for the Montana Department of Corrections. Jim has a long and varied career history. In the Early 1980s, Jim moved his family from Phoenix, Arizona to Alaska where he began a 13-year career with the Alaska Department of Corrections. He started as a security officer and eventually became a correctional counselor working with a case load of convicted sexual offenders. In early 1990 Jim became the Program Supervisor and took over the supervision of all the correctional counselors and security staff of the Hiland Mountain Sexual Offenders program in Eagle River Alaska. He also began his career as a trainer with Alaska DOC. During Jim's

tenure as Program Supervisor at Hiland Mountain he co-authored a Reentry handbook for Alaska communities on the reentry process for sexual offenders returning to Alaska communities.

Jim left Alaska in July 1995 to enter full time pastoral ministry serving in both Helena, Montana, and North Idaho until 2012. In 1997 Jim earned his certification of Ordination and he has maintained this credential since that time.

In 2012 Jim once again returned to a career in corrections, this time with the Montana Department of Corrections.

Jim began his employment with Montana DOC as a Reentry Specialist at Montana State Prison (MSP). Jim worked closely with community and faith-based organizations across Montana providing employment, career development, transitional house and mentoring opportunities for offenders who are reentering Montana communities. He worked closely with other prison staff to ensure that the prison in-reach process worked smoothly. A second major focus of Jim's position is the overall development of the Case Management and Work Force Development processes at MSP. Jim is considered a subject matter expert in Montana Offender Risk and Reentry Assessment (MORRA), Thinking for a Change (T4C) and integrated Case Management process and design.

In April of 2018 Jim accepted a position as a Training Specialist within the Professional Development Bureau for the Montana Department of Corrections where his focus is on training development of DOC and contract staff in a variety of topics including MORRA, Motivational Interviewing, Thinking for a Change, Essential Skills for New Supervisors and Instructional/Curriculum Development. Jim is also working closely with the training department e-learning staff in the development of refresher training opportunities for MORRA, Woman's Risk and Needs Assessment (WRNA) and Motivational Interviewing.

Tanya Racki, Professional Development Specialist

Tanya received her Bachelor of Science degree in Criminal Justice Administration from the National University in 2009.

She comes to the Department of Corrections with over 20 years of law enforcement experience. Tanya has experience instructing Emergency Preparedness, First Aid/CPR, Self Defense and CJIN courses.

Tanya moved to Montana in 2017 after accepting employment with the Department of Justice as a Criminal Justice Information Network Trainer. She joined the Department of Corrections in 2018 where her law enforcement experience would be more beneficial to the Professional Development team.

Tanya received the Medal of Valor in 2011 in Sacramento, CA. Tanya also has a black belt in martial arts.

Ted Ward, Instructional Developer and Designer

Ted Ward started his corrections career in the Legal Services Bureau in 2001 with the Montana Department of Corrections. From legal he moved to the Director's Office and served as the Executive Assistant for two directors. In 2007 he moved to the Professional Development Bureau and started the Corrections Distance Education Program. Since then he has been a leader in state government in the areas of eLearning, blended learning and learning management systems. He has consulted and presented throughout state

government and at state conferences. Ted has recorded, edited and published training videos, hosted webinars, created online training and instructs classroom courses such as Investment in Excellence, instructor development, and supervisory courses.

In 1992, he attended college, while in the Marine Corps, and majored in English at Saint Leo University. In 1993, he studied Radio and TV Broadcasting at May Technical College in Billings. He served on the Montana Correctional Association Board of Governors from 2009 – 2013 and as a key member of the State Trainers Network from 2007 to 2013.

Ted received the 2009 Governor's Award for Excellence in Performance for his work on the Department of Corrections Offender Management Information System. He also won the 2010 MCA Awards: MCA Member of the Year and Correctional Employee of the Year for his work on the Department of Corrections New Employee Orientation online program and for his work in expanding the use of eLearning throughout state government.

Training Requirements

Online Training Opportunities

[DOC Online Training Center](#) (DOC Online)

[FEMA Online Emergency Management Institute](#) (FEMA Online)

[MT DOA Talent Management System](#) (DOA Online)

[NIC Learning Center](#) (NIC Online)

All Department of Corrections Positions

REQUIRED TRAINING UPON INITIAL HIRE

Title - Frequency:

Blood-borne Pathogens (Classroom and/or DOC Online) - Initial

Defensive Driving - Initial

(FEMA Online) - IS-100-Introduction to Incident Command System - Initial

(FEMA Online) - IS-700-Introduction to NIMS - Initial

First Aid, CPR and AED - Initial

Native American Issues, Customs and Religious Practice - Initial

New Employee Orientation (NEO) MSP - Initial

Preventing Discrimination & Harassment-Employee (DOC Online) - Initial (within 3 months)

Preventing Discrimination & Harassment-Manager (DOC Online) - Initial (within 3 months)

Prison Rape Elimination Act (PREA) (Classroom) - Initial

Computer Security Awareness (DOA Online) - Initial

REQUIRED TRAINING AFTER ONE (1) YEAR OF EMPLOYMENT

Title - Frequency:

Blood-borne Pathogens (Classroom and/or DOC Online) - Annually

Defensive Driving or Preventing Distracted Driving or Winter Driving - Every 3 years

First Aid, CPR and AED - Every 2 years

Prison Rape Elimination Act (PREA) (Classroom) - Every other year (odd numbered years)

Prison Rape Elimination Act (PREA)-Refresher (DOC Online) - Every other year (even numbered years)

Computer Security Awareness (DOA Online) - Annually

OTHER REQUIRED TRAINING (If a Position Requirement)

Title - Frequency:

Correction/Detention Officer Basic (CDOB) - Within one (1) year of employment

Defensive Tactics - Initial/Annually

FEMA Courses (Advanced) - Once

Firearms Qualifications - Once

Firearms Re-Qualification - Annually or Semi-Annually

Mental Health Issues & Suicide Intervention - Every 2 years

Mental Health (Online) - Annually

Motivational Interviewing - Once

Montana Offender Reentry and Risk Assessment (MORRA) - Once

Narcan - Every 2 years

Ohio Youth Assessment System (OYAS) - Once

Oleoresin Capsicum (OC) Training - Once
OMIS Basics (DOC Online) - Once
PREA Podcasts (DOC Online) - Annual
Probation & Parole Basic - Within one (1) year of employment
Taser - Initial / Annually
Transporting Arrested Offenders (DOC Online) - Once
Women Risk / Needs Assessment (WRNA) - Once
YMS The Basics (DOC Online) - Once

OTHER TRAINING OPPORTUNITIES

DOC Learning Management System (DOC Online)

- Online Courses
- Training Calendar

Federal Emergency Management System (FEMA)

National Institute of Corrections (NIC)

Professional Development Center (PDC)

Various Out of State Training Opportunities

Various In State Training Opportunities

Professional Development Contact List

Dave Garcia – Bureau Chief

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406-846-1320 ext. 2483 / 406-444-3909

Geri Mason – Administrative Assistant

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Jim Pagels – Professional Development Specialist

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Tanya Racki – Professional Development Specialist

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406-444-7892

Ted Ward – e-Learning Specialist

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406-444-4934

Schedule | Course Offerings for Fiscal Year 2020

[Online Training Calendar Link](#)

Fiscal Year 2020 Calendar

**PDB is currently developing and/or updating the following course:

- Multi-Generational Workforce in Corrections
- Professional Boundaries
- Motivational Interviewing Refresher

Any questions on these classes, please contact any of our Professional Development Team

**Classes may be subject to change – Please do not submit a training request form until a training announcement has been posted and/or distributed.

**Classes may be requested/scheduled on an “as needed basis” depending on instructor availability. Please contact Dave Garcia; dgarcia@mt.gov; 406-846-1320 ext. 2483 / 406-444-3909

July 2019

DATE	TITLE	LOCATION
July 11, 2019 9:00am-12:00pm	<i>FIRST AID/CPR/AED/BLOODBORNE PATHOGENS REFRESHER</i>	DOC Central Office, Helena, MT
July 24, 2019 – 2 sessions 10:00am-12:00pm & 1:00pm-3:00pm	PREA Classroom Refresher 2019	Bozeman P&P Office, Bozeman, MT
July 30, 2019 9:00am-12:00pm	Emotional Intelligence	DOC Training Center, Deer Lodge, MT
July 31, 2019 9:00am-12:00pm	Emotional Intelligence	DOC Training Center, Deer Lodge, MT

August 2019

DATE	TITLE	LOCATION
August 5, 2019 9:00am-11:00am	PREA Classroom Refresher 2019	DOC Central Office, Helena, MT
August 9, 2019 9:00am-11:00am	PREA Classroom Refresher 2019	DOC Central Office, Helena, MT

September 2019

DATE	TITLE	LOCATION
September 10, 2019 8:00am-12:00pm	Crisis Intervention & De-Escalation Techniques	Location TBD, Billings, MT
September 10, 2019 1:00pm-4:00pm	Emotional Intelligence	Location TBD, Billings, MT
September 11, 2019 – 2 sessions 7:00am-9:00am & 10:00am-12:00pm	Motivational Interviewing-Basics	Location TBD, Billings, MT
September 24-25, 2019 8:00am-5:00pm each day	Motivational Interviewing	DOC Central Office, Helena, MT

October 2019

DATE	TITLE	LOCATION
October 1-3, 2019 8:00am-5:00pm each day	Instructor/Curriculum Development	Location TBD, Kalispell, MT
October 8-9, 2019 8:00am-5:00pm each day	Montana Offender Reentry & Risk Assessment (MORRA)	DOC Central Office, Helena, MT
October 15-17, 2019 8:00am-5:00pm each day	Thinking for a Change	DOC Central Office, Helena, MT
October 22, 2019 – 2 sessions 10:00am-12:00pm & 1:00pm-3:00pm	PREA Classroom Refresher 2019	Missoula P&P Office, Missoula, MT

November 2019

DATE	TITLE	LOCATION
November 5-7, 2019 8:00am-5:00pm each day	Investment in Excellence-Phase I	DOC Central Office, Helena, MT
November 13, 2019 8:30am-12:30pm	Crisis Intervention & De-Escalation Techniques	DOC Central Office, Helena, MT
November 19, 2019 9:00am-12:00pm	Emotional Intelligence	DOC Central Office, Helena, MT
November 20, 2019 10:00am-12:00pm	PREA Classroom Refresher 2019	Location TBD, Butte, MT
November 20, 2019 1:00pm-4:00pm	Emotional Intelligence	Location TBD, Butte, MT

December 2019

DATE	TITLE	LOCATION
December 3-4, 2019 8:00am-5:00pm each day	Investment in Excellence-Phase II	DOC Central Office, Helena, MT
December 11, 2019 8:00am-4:00pm	Verbal Defense & Influence	DOC Central Office, Helena, MT
December 17, 2019 8:00am-12:00pm	Verbal Defense & Influence-Advanced	DOC Central Office, Helena, MT
December 19, 2019 8:00am-1:00pm	Fatigue to Fulfillment	TBD

January 2020

DATE	TITLE	LOCATION
January 7-9, 2020 8:00am-5:00pm each day	Essential Skills for New Supervisors	TBD
January 15-16, 2020 8:00am-5:00pm each day	Motivational Interviewing	TBD
January 22-23, 2020 8:00am-5:00pm each day	Montana Offender Reentry & Risk Assessment (MORRA)	TBD

February 2020

DATE	TITLE	LOCATION
February 4, 2020 8:00am-12:00pm	Group Facilitation	Location TBD, Great Falls, MT
February 12, 2020 9:00am-12:00pm	Professional Boundaries	DOC Central Office, Helena, MT
February 25-27, 2020 8:00am-5:00pm each day	Mindful Supervisor	DOC Central Office, Helena, MT

March 2020

DATE	TITLE	LOCATION
March 10-11, 2020 8:00am-5:00pm each day	Motivational Interviewing	TBD
March 19, 2020 9:00am-12:00pm	Emotional Intelligence	Montana State Prison, Deer Lodge, MT
March 24-25, 2020 8:00am-5:00pm each day	Montana Offender Reentry & Risk Assessment (MORRA)	TBD
March 26, 2020 9:00am-12:00pm	FIRST AID/CPR/AED/BLOODBORNE PATHOGENS REFRESHER	DOC Central Office, Helena, MT

April 2020

DATE	TITLE	LOCATION
April 7-9, 2020 8:00am-5:00pm each day	Instructor/Curriculum Development	TBD
April 15, 2020 10:00am-12:00pm	Motivational Interviewing-Basics	TBD
April 28-30, 2020 8:00am-5:00pm each day	Thinking for a Change	TBD

May 2020

DATE	TITLE	LOCATION
May 5, 2020 8:00am-4:00pm each day	Verbal Defense & Influence	TBD
May 6, 2020 8:30am-12:30pm	Verbal Defense & Influence-Advance	TBD
May 19-21, 2020 8:00am-5:00pm each day	Investment in Excellence-Phase I	TBD

June 2020

DATE	TITLE	LOCATION
June 2-3, 2020 8:00am-5:00pm each day	Motivational Interviewing	TBD
June 9-10, 2020 8:00am-5:00pm each day	Investment in Excellence-Phase II	TBD
June 17-18, 2020 8:00am-5:00pm each day	Montana Offender Reentry & Risk Assessment (MORRA)	TBD

Calendar by Course Title

American Indian Cultural Awareness (dates/location to be determined by instructor)

DATE	LOCATION	INSTRUCTOR

Crisis Intervention & De-Escalation Techniques

DATE	LOCATION	INSTRUCTOR
September 10, 2019 8:00am-12:00pm	Location TBD, Billings, MT	PDB Team
November 13, 2019 8:30am-12:30pm	DOC Central Office	PDB Team

Defensive Tactics

DATE	LOCATION	INSTRUCTOR

Emotional Intelligence

DATE	LOCATION	INSTRUCTOR
July 30, 2019 9:00am-12:00pm	DOC Training Center, Deer Lodge, MT	PDB Team
July 31, 2019 9:00am-12:00pm	DOC Training Center, Deer Lodge, MT	PDB Team
September 10, 2019 1:00pm-4:00pm	Location TBD, Billings, MT	PDB Team
November 19, 2019 9:00am-12:00pm	DOC Central Office, Helena, MT	PDB Team
November 20, 2019 1:00pm-4:00pm	Location TBD, Butte, MT	PDB Team
March 19, 2020 9:00am-12:00pm	Montana State Prison, Deer Lodge, MT	PDB Team

Essential Skills for New Supervisors

DATE	LOCATION	INSTRUCTOR
January 7-9, 2020 8:00am-5:00pm each day	TBD	PDB Team

Fatigue to Fulfillment

DATE	LOCATION	INSTRUCTOR
December 19, 2019 8:00am-1:00pm	TBD	Dave Garcia

Firearms Instructor

DATE	LOCATION	INSTRUCTOR

First Aid/CPR/AED/Bloodborne Pathogens Refresher

DATE	LOCATION	INSTRUCTOR
July 11, 2019 9:00am-12:00pm	DOC Central Office, Helena, MT	PDB Team
March 26, 2020 9:00am-12:00pm	DOC Central Office, Helena, MT	PDB Team

Group Facilitation

DATE	LOCATION	INSTRUCTOR
February 4, 2020 8:00am-12:00pm	Location TBD, Great Falls, MT	PDB Team

Instructor/Curriculum Development

DATE	LOCATION	INSTRUCTOR
October 1-3, 2019 8:00am-5:00pm each day	Location TDB, Kalispell, MT	PDB Team
April 7-9, 2020 8:00am-5:00pm each day	TBD	PDB Team

Investment in Excellence – Phase I – 15 LAC

DATE	LOCATION	INSTRUCTOR
November 5-7, 2019 8:00am-5:00pm each day	DOC Central Office, Helena, MT	PDB Team
May 19-21, 2020 8:00am-5:00pm each day	TBD	PDB Team

Investment in Excellence – Phase II

DATE	LOCATION	INSTRUCTOR
December 3-4, 2019 8:00am-5:00pm each day	DOC Central Office, Helena, MT	PDB Team
June 9-10, 2020 8:00am-5:00pm each day	TBD	PDB Team

Mindful Supervisor – 15 CEU's

DATE	LOCATION	INSTRUCTOR
February 25-27, 2020 8:00am-5:00pm each day	DOC Central Office, Helena, MT	PDB Team

Montana Offender Reentry and Risk Assessment (MORRA)

DATE	LOCATION	INSTRUCTOR
October 8-9, 2019 8:00am-5:00pm each day	DOC Central Office, Helena, MT	Jim Pagels
January 22-23, 2020 8:00am-5:00pm each day	TBD	Jim Pagels
March 24-25, 2020 8:00am-5:00pm each day	TBD	Jim Pagels
June 17-18, 2020 8:00am-5:00pm each day	TBD	Jim Pagels

Motivational Interviewing – 24 CEU's

DATE	LOCATION	INSTRUCTOR
September 24-25, 2019 8:00am-5:00pm each day	DOC Central Office, Helena, MT	PDB Team
January 15-16, 2020 8:00am-5:00pm each day	TBD	PDB Team
March 10-11, 2020 8:00am-5:00pm each day	TBD	PDB Team
June 2-3, 2020 8:00am-5:00pm each day	TBD	PDB Team

Motivational Interviewing-Basics

DATE	LOCATION	INSTRUCTOR
September 11, 2019 – 2 sessions 7:00am-9:00am & 10:00am-12:00pm	Location TBD, Billings, MT	PDB Team
April 15, 2020 10:00am-12:00pm	TBD	PDB Team

Multi-Generational Workforce

DATE	LOCATION	INSTRUCTOR
Currently Updating		

PREA Classroom Refresher - 2019

DATE	LOCATION	INSTRUCTOR
July 24, 2019 – 2 sessions 10:00am-12:00pm & 1:00pm-3:00pm	Bozeman P&P Office, Bozeman, MT	PDB Team
August 5, 2019 9:00am-11:00am	DOC Central Office, Helena, MT	PDB Team
August 9, 2019 9:00am-11:00am	DOC Central Office, Helena, MT	PDB Team
October 22, 2019 – 2 sessions 10:00am-12:00pm & 1:00pm-3:00pm	Missoula P&P Office, Missoula, MT	PDB Team
November 20, 2019 10:00am-12:00pm	Location TBD, Butte, MT	PDB Team

Professional Boundaries

DATE	LOCATION	INSTRUCTOR
February 12, 2020 9:00am-12:00pm	DOC Central Office, Helena, MT	PDB Team

The Pacific Institute Facilitator Course

DATE	LOCATION	INSTRUCTOR

Social Media

DATE	LOCATION	INSTRUCTOR

Thinking for a Change (T4C)

DATE	LOCATION	INSTRUCTOR
October 15-17, 2019 8:00am-5:00pm each day	DOC Central Office, Helena, MT	Jim Pagels
April 28-30, 2020 8:00am-5:00pm each day	TBD	Jim Pagels

True Colors (dates & locations to be determined)

DATE	LOCATION	INSTRUCTOR

Verbal Defense & Influence – Initial – 6 LAC

DATE	LOCATION	INSTRUCTOR
December 11, 2019 8:00am-4:00pm	DOC Central Office, Helena, MT	Dave Garcia
May 5, 2020 8:00am-4:00pm	TBD	Dave Garcia

Verbal Defense & Influence – Advanced

DATE	LOCATION	INSTRUCTOR
December 7, 2019 8:00am-12:00pm	DOC Central Office, Helena, MT	Dave Garcia
May 6, 2020 8:30am-12:30pm	TBD	Dave Garcia

Women's Risk / Needs Assessment (WRNA) (dates & locations to be determined)

DATE	LOCATION	INSTRUCTOR