




## Course Announcement

**To:** All Law Enforcement and Correctional Agencies

**From:** John C. Moses  
Director of Criminal Justice 

**Date:** July 8, 2025

**Re:** **Instructor Development Course**  
CJA123-5049  
MPCTC Approval #: P50310 / C19943 (40 hours)

**October 6 to 10, 2025**

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### Location:

- Wor-Wic Community College  
Eastern Shore Criminal Justice Academy  
**Hazel Center, Room 302**  
32000 Campus Drive  
Salisbury, MD 21804  
410-572-8750

### Dates & Times:

- Monday, October 6 to Friday, October 10
- 7:45 a.m. – 5:00 p.m.

### Training Registration:

- To register, email your request to: [escjaregistration@worwic.edu](mailto:escjaregistration@worwic.edu)

### Fees:

- Funded by the Maryland Highway Safety grant.

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**This course is designed to meet the requirements for Basic Instructor Certification.**

This is a “hands-on” program which will include the following topics: describing roles and characteristics of a great instructor, discussing adult learning styles, demonstrating effective communication and speaking skills, learning how to plan and organize your presentation, how to develop and use instructional media, preparing a standardized curriculum/lesson plan, learning facilitation techniques, defining open and closed questioning in the classroom, strategies of classroom management, and techniques for successful team teaching.

### Upon completion of this course, the student should be able to:

1. Identify methods for making instruction interactive.
2. Describe how physical appearance and body language can affect visual effectiveness when conducting training.
3. Explain the steps in the training documentation process.
4. Identify and create performance objective statements for the cognitive, affective, and psychomotor domains.
5. Develop an effective lesson plan.

6. Select appropriate instructional media to accompany training.
7. Explain strategies for dealing with problems and disruptions in the classroom.

This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

#### **Dress Code Policy for Training Sessions at the Academy**

To ensure a professional appearance, all in-service officers and staff must adhere to the following dress code to gain admission to any training session at the Academy:

- **Uniform of the Day:** Recommended.
- **Shirt:** Must have a collar; no t-shirts or tank tops.
- **Pants:** Docker-style pants, BDUs, or suits; no shorts or jeans.
- **Footwear:** Closed-toe shoes with socks; no sandals.

**Firearms Policy:** Officers carrying a handgun on campus must also display their badge in plain view.

**Non-Compliance:** Attendees who do not follow the dress code will be denied entry to the classroom or range. A report will be submitted to the Chief/Sheriff/Warden/Director outlining the reasons for the denial. Thank you for your cooperation in maintaining a professional environment.

#### **ESCJA Training Reservation Instructions**

1. **Complete the ESCJA Reservation Form:** The fillable form is attached to the announcement email.
2. **Enter Information:** Please type, rather than handwrite, all required information onto the form.
3. **Save and Submit:** Save the completed form and email the saved file to [escjaregistration@worwic.edu](mailto:escjaregistration@worwic.edu).

**You will receive a notification confirming your seat or informing you if you have been placed on standby.**

*This document is available in alternative formats to individuals with disabilities by contacting disability services at [disabilityservices@worwic.edu](mailto:disabilityservices@worwic.edu), 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit [www.worwic.edu/Services-Support/Disability-Services](http://www.worwic.edu/Services-Support/Disability-Services) to learn more.*