
**DIVISION OF WORKFORCE
ENGAGEMENT
COURSE CATALOG**

2025 Schedule



TABLE OF CONTENTS

[Americans with Disabilities Act Coordinator](#)

[Calming the Storm](#)

[Certified Treatment Specialist \(CTS\)](#)

[Correctional Allyship](#)

[DOC Supervisory](#)

[Endorsement Process for Leadership Programs](#)

[Executive Leadership Program](#)

[Experienced and Emerging Leaders](#)

[Field Training Officer \(FTO\)](#)

[Getting Involved](#)

[Influential Leadership](#)

[Inter-Agency Program](#)

[Joint Understanding Cooperation Program \(JUCP\)](#)

[Leadership Academy](#)

[Leading From Within Foundation Workshop](#)

[Leading From Within Supervisory Workshop](#)

[Mission Alliance](#)

[Motivational Interviewing \(M.I.\)](#)

[Order in the Court](#)

[Peer Leadership](#)

[Presentation Skills](#)

[Principles of Custody Supervision](#)

[Restrictive Status Housing Unit \(RSHU\)](#)

[Use of Separation—DYS Facilities](#)

[Sexual Assault Response Team \(S.A.R.T.\)](#)

[Training for Trainers](#) (Instructor Development / Trainer Development)

[Working with Generation Z](#)

SECTION 1

Leadership and Supervisory Programs

This section contains available programs to those staff in a Leadership or Supervisory position. The criteria required in order to attend is explained with each program. Any staff who are interested in applying for one of the DWE Leadership Programs that require them to meet specific criteria but the individuals doesn't meet the criteria, can still apply following the exemption process found in this catalog. A quick synopsis of the Leadership Programs provided can be seen by clicking on the link below.

 [Leadership Program Info Slideshow NEW SEAL.mp4](#)

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Executive Leadership Program

THINGS TO KNOW:

Description: In collaboration with Agency Leadership, Workforce Engagement has developed an Executive Leadership Program designed to prepare individuals for Organizational Leadership Roles. This 4-Day program will challenge participants to learn practical leadership and management skills to lead high-level workgroups (Facility, Division, etc.).

Some Topics Included: Capital Projects, Facility Management, Organizational Classification, Community Advisory Boards, and Legislative Affairs.

Instructors: Current members of Indiana Department of Correction Executive Leadership

Dean: Morgan Meyer, West Regional Training Manager

Assistant Dean: Bryan Halleck, East Regional Training Manager

How To Apply: Participation in the Executive Leadership Program shall be by application and selection. Executives, Executive Leadership, and the Commissioner shall convene a "Selection Board" to review and select applicants for this program.

Program Requirements: To participate in the Executive Leadership Program, applicants must have the written approval/endorsement of their Warden/District Supervisor, or Division Director; and meet the following criteria:

1. Must have been employed by the Department for a minimum of five (5) years.
2. Must have been free of any disciplinary actions for two (2) years.
3. Must have received a minimum of "Successful" as an overall rating on the most recent Annual Performance Appraisal.
4. Should exhibit the potential and desire to become a leader within their organization.
5. Must be in a supervisory, managerial, or executive leadership role or be in a Pay Grade of 40 or higher.

Participants (min/max): 15-45 each session

Grade Level: Grade 40 and Higher. Please check with SPD to verify your grade level.

DATE AND LOCATION

Executive Leadership Program has already been conducted in 2025. Program dates for 2026 have not been determined yet.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Experienced and Emerging Leaders (EEL)

THINGS TO KNOW:

Description: Developed in 2007, with the assistance of Dr. George Manning's book, "The Art of Leadership," this 4 session program is designed for participants who exhibit the potential to become a leader within their organization. The program requires participants to utilize their time effectively to manage projects, conduct meetings, complete reading assignments and course-related work, all while building leadership abilities. This elite program requires a substantial amount of outside work, including working on Capstone and cost-savings projects. All sessions and projects must be completed to graduate from the program.

Topics Included: Succession Planning, Project Management, Team Building, Capstone Project.

Instructors: Current members of Indiana Department of Correction Executive Leadership and DWE Staff.

Dean: Nancy Riley, Executive Director of the Division of Workforce Engagement

Assistant Deans: Morgan Meyer, West Regional Training Manager & Ann Hubbard, North Central Regional Training Manager

How To Apply: Participation in the Commissioner's Experienced and Emerging Leaders program shall be by application and selection. The Executive Director or designee shall convene a "Selection Board" to review and select applicants for this program.

Program Requirements: In order to participate in the Commissioner's Experienced and Emerging Leaders program, applicants must have the written approval/endorsement of their Warden, District Supervisor, or Division Director and meet the following criteria:

1. Must have been employed with the Department for a minimum of three (3) years.
2. Must have been free of any disciplinary actions for two (2) years.
3. Must have received a minimum of "Successful" as an overall rating on the most recent Annual Performance Appraisal.
4. Must be in a supervisory, managerial, or executive leadership role or be in a Pay Grade of 38 or higher.
5. Must submit three (3) current letters of recommendation.
6. Participants shall be required to complete specific projects and prepare reports/ presentations to be presented to the Department's Executive Staff.

Participants (min/max): 20-50 each year

Grade Level: Grade 38 and Higher. Please check with SPD to verify your grade level.

DATES AND LOCATIONS

Session 1	2/18 - 2/19	Brown County
Session 2	4/22 - 4/23	Clifty Falls
Session 3	7/15 - 7/16	MAAC—Valparaiso
Session 4	10/14 - 10/15	CTI

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Course Catalog - Leadership & Supervisory Programs

Leadership Academy

THINGS TO KNOW:

Description: The Leadership Academy was developed in 2008 and is a two week program, separated into one week sessions. It is a blended format of lecture and team building activities. The team building activities utilize the Mobile Team Challenge system, which is an easy-to-use professional training and development system. It uses a wide variety of activities to elicit teamwork, communication, leadership, and general life skills. Participants must complete both weeks of Academy and required projects to graduate.

Topics Included: Fundamentals of Leadership, Self-Awareness, Leadership Team Building, Leadership Problem Solving & Critical Thinking, and Leadership Communication.

Instructors: Division of Workforce Engagement Management and Supervisory Team.

Dean: Chris Meredith, Curriculum Development Manager

How To Apply: Participation in the Leadership Academy shall be by application and selection. The Executive Director or designee shall convene a "Selection Board" to review and select applicants for this program.

Program Requirements: In order to participate in the Leadership Academy, applicants must have the written approval/endorsement of their Warden, District Supervisor, or Division Director; and meet the following criteria:

1. Must have been employed with the Department for a minimum of two (2) years.
2. Must have been free of any disciplinary actions for two (2) years.
3. Must have received a minimum of "Successful" as an overall rating on the most recent Annual Performance Appraisal.
4. Must commit to fully participating in the program, including work assignments outside of the classroom.
5. Must currently be in a Pay Grade of 36 or higher or a supervisory classification.

Grade Level: Grade 36 and Higher. Please check with SPD to verify your grade level.

DATES AND LOCATION

Cohort A- February 2-7, 2025 & June 23-27 2025

Cohort B- August 4-8, 2025 & December 1-5, 2025

Conducted at Correctional Training Institute

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Peer Leadership

THINGS TO KNOW:

Description: The program's development began in 2018 as a result of the identified need for a course to support the growth of front-line leaders within the Indiana Department of Correction. Recognizing that peer leadership is a critical element of the workplace, the program was created to provide training and support to high-potential staff who are not yet in supervisory positions, allowing them to better function as peer leaders in their current roles in addition to providing a tool for succession planning.

Topics Included: Credibility, Confidence, Peer Conflict Resolution, Accountability, Stress Management, and Professional Development.

Instructors: Division of Workforce Engagement Management and Supervisory Team.

Dean: Ann Hubbard, North Central Regional Training Manager

How To Apply: Participation in the Peer Leadership Program shall be by application and selection. The Executive Director or designee shall convene a "Selection Board" to review and select applicants for this program.

Program Requirements: Participants must meet the following minimum criteria:

1. Must have been employed with the Department for a minimum of one (1) year.
2. Must be one (1) year free of any disciplinary actions.
3. Must have received a minimum of "Successful" as an overall rating on the most recent Annual Performance Appraisals.
4. Must commit to fully participating in the program, including work assignments outside of the classroom.
5. Must be a Pay Grade 36 or below.

Participants (min/max): 12-40 per session

Grade Level: Grade Level 36 or Lower- if higher than 36, must be in a Non-Supervisory position. Please check with SPD to verify your grade level.

DATE AND LOCATION

June 16-20, 2025

September 8-12, 2025

All programs conducted at Correctional Training Institute

ENDORSEMENT PROCESS FOR LEADERSHIP PROGRAMS

Any staff who are interested in seeking an endorsement for one of the DWE Leadership Programs, first submit an application Programs via Microsoft Forms.

After the application submission deadline, the Program Dean will review all applications to ensure each applicant has met the minimum word requirement on all essay questions. Those that meet this requirement will be forwarded to SPD to verify they meet program requirements. Afterwards, Program Dean will then provide Training Support with the following:

- Individual files of the Application Review Forms for each Facility.
- Deadline for the Warden/District Supervisor/Division Director to have their feedback sent back.

Training Support will send individual emails with the Application Review Forms attached to each Warden, District Supervisor, or Division Director and copy the Program Dean and Executive Director Riley. Training Support will include the deadline for the appropriate parties to provide a response to the following questions:

- Which of these individuals do you support attending the Leadership Academy?
- Of those that you support attending the Leadership Academy, please rank them in order of preference.

After the provided deadline, Training Support will provide the Program Dean the responses from the Warden, District Supervisor, or Division Director. If any Wardens, District Supervisors, or Division Directors did not respond, the Program Dean will follow up to obtain a response.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Correctional Allyship

THINGS TO KNOW:

Description: This program is a 3-part series on Allyship at work that will examine methods to influence and support colleagues in the workplace by forming strong allyships with peers, customers, and supervisors alike. Allyship in the Workplace will provide a thorough understanding of the elements of Allyship along with the characteristics of a strong ally. Allyship in Practice explores allyship as a skill-set that requires ongoing learning, practice, and self-reflection. The last series, Allyship in Action, will focus on the practical application of allyship within day-to-day activities and scenarios commonly encountered in a correctional environment.

Instructors: Commissioner, Deputy Commissioners, Controller, Executive Directors, Wardens, Deputy Wardens, Captains, and Workforce Engagement Staff.

Dean: Morgan Meyer, West Regional Training Manager

How To Apply: State employees may contact their Supervisor to express their interest in the program. The Supervisor will contact the Training Coordinator at your facility to enroll you in the program.

Participants (min/max): 10 - Based at max allowance per Regional Site

Grade Levels: All Grade Levels.

DATES AND LOCATIONS

Session 1

9/24/25 @ MCF

Session 2

8/14/25 @ ISF

9/12/25 @ CTI

11/13/25 @ MCF

12/9/25 @ IYC

Session 3

10/30/25 @ PNJ

12/10/25 @ RCF

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Course Catalog - Leadership & Supervisory Programs

DOC Supervisory

THINGS TO KNOW:

Description: The program focuses on fundamental competencies of supervision, such as, Coaching, Performance Management, etc. All areas that are related to personnel performance have been developed in collaboration with the State Personnel Department. This program is mandatory for all supervisory classifications to complete with 12 months of assuming the supervisory role.

Some Topics Included: Building Trust Through Interpersonal Skills and Self-Awareness, Coaching Staff, Dynamics of a Good Supervisor, MEI Overview, Transitioning from Peer to Supervisor, and Leading From Within Supervisory Session.

Instructors: Certified Staff in supervisory roles within the Department of Correction.

Dean: Bryan Halleck, East Regional Training Manager

Lead: Dan Jones, Curriculum Development Supervisor

How To Apply: This program is applicable to all staff who fill a supervisory role as designated by State Personnel, and is mandatory for all Supervisory classifications to complete within 12 months of their promotion date. It shall be the responsibility of the staff person and the staff person's supervisor to ensure compliance with the mandate. The staff person's supervisor shall coordinate the enrollment into the program with the Facility Training Department.

Participants (min/max): 5-30 based on available seating at the program site

Grade Level: All newly appointed Supervisors. Please check with SPD to verify your grade level.

DATE AND LOCATION

Program will be held at least once per quarter, per Region and is held over three 7.5-hour days. Evening sessions are being offered for 2025. For more information check with your Facility Training Department.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Influential Leadership

THINGS TO KNOW:

Description: This program is updated each year based on the results of the Cultural Surveys and the Annual Needs Assessment. The focus this year will be on empowering leaders to provide staff with a foundation to empower a positive work culture. Leadership staff will learn the tools needed to identify and resolve conflict with steps needed to lead to cooperation. The program aims to encourage creative thinking and development of a growth mindset to adapt to changing circumstances. Participants will participate in practical exercises and be given practical advice for unlocking their true potential.

Some Topics Included: Importance of Leadership Integrity, Leading From Within in Action, Leading with Passion, and Value Premise of Customer Service.

Instructors: Experienced current or previous supervisors and Division of Workforce Engagement Leadership Team. Annual Instructor Certification required for Adjunct Instructors.

Dean: Ann Hubbard, North Central Regional Training Manager

How To Attend: All IDOC Supervisors must attend this program each year as part of their Annual Inservice. Other staff interested may contact their Supervisor, their Training Department, or complete the request for training using the below link.

<https://forms.office.com/g/E1Afvd7pU>

Grade Level: All newly appointed Supervisors. Please check with SPD to verify your grade level.

DATE AND LOCATION

Program held at each facility based on the schedule set by the Facility Training Department.

Contact the Facility Training Department for dates and times.

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Course Catalog - Leadership & Supervisory Programs

Principles of Custody Supervision

THINGS TO KNOW:

Description: Principles of Custody Supervision was written and developed by Custody Supervisors focusing on the challenges faced as a new supervisor. Principles of Custody Supervision is designed to provide supervisors in the Custody ranks an opportunity to learn and discuss the required competencies and then apply these competencies through practicum exercises.

Topics Included: This program focuses on competencies related to scheduling, personnel management, safety, security, planning, organizing, leadership, and responding to emergencies.

Instructors: Workforce Engagement Staff and Custody Supervisors who have attended instructor training.

Dean: Colin Wonder, Central Regional Training Manager

How To Attend: Custody personnel promoted after July 1, 2017, who have not previously completed this program, shall be required to complete the program within the first 12 months of promotion. This program is only applicable to staff persons within the Custody ranks and shall be mandatory for all newly promoted Sergeants, Lieutenants, Captains, and Majors. Those who have previously completed Correctional Management, Custody Supervisory program, or Basic Supervisory Skills for Custody Staff will not be required to complete this course. It shall be the responsibility of the staff person and the staff person's supervisor to ensure compliance with the mandate. The staff person's supervisor shall coordinate the enrollment into the program with the Facility Training Department.

Participants (min/max): 5-30

Grade Level: Grade 36 and Higher. Please check with SPD to verify your grade level.

DATE AND LOCATION

Program held at least once per quarter, per Region.

These will be two 7.5-hour days. Evening sessions are being offered for 2025. For more information check with your Facility Training Department.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Leading from Within Supervisor Workshops

THINGS TO KNOW:

Description: Leading from Within Supervisor Workshop is a leadership development program that places emphasis on empowering individuals at all levels within an organization to lead and contribute meaningfully, rather than relying solely on top-level management. This workshop will be a part of the DOC Supervisory Program for newly promoted Supervisors.

Topics Included: Building Stronger Working Relationships, Promoting Facility Engagement, Setting Clear Expectations, and Understanding Communication Styles

Instructors: Leading from Within Adjunct Facilitators

Dean: Bryan Halleck, East Regional Training Manager

Lead: Morgan Meyer, West Regional Training Manager

How to Attend: Newly promoted staff will attend this training when attending the DOC Supervisory Program.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: Grade 36 and Higher. Please check with SPD to verify your grade level.

DATE AND LOCATION

This program is part of the DOC Supervisory Program beginning July 1, 2025. Please refer to the DOC Supervisory Program dates.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Leadership & Supervisory Programs

Leading from Within Foundation Workshops

THINGS TO KNOW:

Description: Leading from Within Foundation Workshop is a leadership development program that places emphasis on empowering individuals at all levels within an organization to lead and contribute meaningfully, rather than relying solely on top-level management. This workshop will be held quarterly for newly promoted Supervisors.

Topics Included: Building Stronger Working Relationships, Promoting Facility Engagement, Identifying Goals and Contributions, and Understanding Communication Styles

Instructors: Facility Training Staff

Dean: Bryan Halleck, East Regional Training Manager

Lead: Morgan Meyer, West Regional Training Manager

How to Attend: This workshop will be provided to all new employees in Phase 1 training and all employee in Annual Inservice. This training will begin in the 2025-2026 Training Year.

<https://forms.office.com/g/E1Afvd7pU>

Grade Levels: All Grade Levels

DATE AND LOCATION

Given during all Phase 1 and Inservice classes.

SECTION 2

Presentation Programs

This section contains available programs to those staff interested in improving their skills for delivering information, presentations, reports, curriculum, etc. Any criteria required in order to attend is explained with each program.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Presentation Programs

Training for Trainers

THINGS TO KNOW:

Instructor Development

Description: This program provides the knowledge and skills for creating a successful learning environment for participants as an essential attribute to being a successful instructor. This hands-on, professional development experience for new instructors will improve skills for effective instruction and enhance presentation techniques. Participants will learn modern methods for effectively training adults and techniques for creating a productive and thriving learning environment.

Trainer Development

Description: This program educates training staff on building curriculum, focus groups, program planning and coordination, and how to engage with diverse groups of learners in the classroom and in the field, including Generation Z staff. Also covered is how to handle conflict in the classroom in a productive manner.

Program Requirements (for Trainer Development only): Individuals should be employed as a Training Coordinator, Training Officer, or Field Training Manager in order to attend this training.

How to Attend: Staff may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link. <https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Grade Levels.

Participants (min/max):

Instructor Development: 6-50

Trainer Development: 6 minimum

Dean: Chris Meredith, Curriculum Development Manager

DATES AND LOCATION

Instructor Development is held at CTI in New Castle.

Dates: 10/27/25 – 10/29/25

Trainer Development is completed via Teams.

Dates: 10/30/25– 10/31/25

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Course Catalog - Presentation Programs

Presentation Skills

THINGS TO KNOW:

Description: This program provides staff the skills, knowledge, and practice to deliver effective presentations for the purpose of training or delivering information to IDOC staff, collaborative agencies, incarcerated individuals, and visitors.

Topics Included: Introductions and Openings, Adult Learning Environment, Presentation Structure, Facilitating Activities, Distant/Virtual Learning, and Using Training Aids

Instructors: Certified Division of Workforce Engagement Managers/Supervisors and Facility staff.

Dean: Chris Meredith, Curriculum Development Manager

How To Attend: Staff interested in attending this program should contact their Supervisor, their Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Participants (min/max): 1-30

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program may be held at the facility, regionally, or via Teams.

Check with the Facility Training Department for next available class.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Presentation Programs

Field Training Officer (FTO)

THINGS TO KNOW:

A Field Training Officer (FTO) receives specialized training on how to share their knowledge and skills with a trainee. They instruct the trainee on the performance of their daily duties, providing feedback to assist the new staff member in successfully completing On-the-Job training. Individuals interested in becoming an FTO within their classification should contact their facility Field Training Manager (FTM) to obtain an application. Criteria to become an FTO is as follows:

1. Possess excellent written and verbal skills.
2. Be free of disciplinary action above a written reprimand for at least 12 months.
3. Have a working knowledge of the job, as evidenced by having at least “meet expectations” on their performance appraisals.
4. Possess coaching abilities and the ability to provide constructive feedback to help the trainee improve job performance.
5. Must successfully complete Presentation Skills Training.
6. Must successfully complete the Workforce Engagement Field Training Officer Certification. They shall also complete a recertification biennially.
7. Shall have at least six months’ experience post New Employee Training with the Department.

Dean: Matt Andrick, Operations Manager

DATE AND LOCATION

This program may be held at regional locations.

Check with the Facility Training Department for next available class.

SECTION 3

Communication Improvement Programs

This section contains available programs to those staff interested in improving their ability to effectively communicate with respect and understanding. Any criteria required in order to attend is explained with each program.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Joint Understanding Cooperation Program (JUCP)

THINGS TO KNOW:

Description: This program is designed to improve the level of mutual respect between the staff and the incarcerated population. Staff and Incarcerated Individuals co-exist with each other anywhere from 8 to 16 hours a day. This means it is paramount that Incarcerated Individuals understand a staff member's role and job responsibilities, and that staff understand the role of Incarcerated Individuals as well as their difficulties in being incarcerated.

Some Topics Included: Role Modeling, Redirecting, and Reinforcing Positive Behavior

Instructors: Certified Division of Workforce Engagement Managers/Supervisors and Facility staff.

Dean: Colin Wonder, Central Regional Training Manager

How To Attend: Staff interested in attending this training may contact their Supervisor, their Training Department, or complete the request for training using the below link.

<https://forms.office.com/g/E1AfvvD7pU>

Participants (min/max): 8-30

Grade Levels: All Grade Levels.

DATE AND LOCATION

Training is offered at each facility supporting JUCP.

Dates of class offerings are determined upon need.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Motivational Interviewing (M.I.)

THINGS TO KNOW:

Description: This focus of this program is to explore and expand the communication skills and techniques of staff supervising incarcerated individuals in a correctional environment. Staff will explore and develop communication techniques to understand and effectively address incarcerated individuals' behavior while encouraging positive behaviors and outcomes.

Topics Included: Rationale for using Motivational Interviewing, Self Motivation, Eight changes in Motivational Interviewing, Process of Human Behavior Change, Three Components of MI Spirit and their Contrasting Styles, Stages of Change, Four Fundamental MI Principles, Person-Centered Communication Skills (O.A.R.S.), Change Talk, Change Planning, Transition and Blending, and Recovering from Mistakes

Instructors: Certified staff

Dean: Adam Duncan, North Regional Training Manager

How to Attend: Staff interested in attending this course may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at facilities, at regional sites, and at CTI in New Castle.

Contact your Facility Training Department for available dates and locations.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Calming the Storm

THINGS TO KNOW:

Description: This program presents ways that foster compliance, and often yields a deeper understanding of the issues that create tension. It will also provide staff knowledge that will assist in many circumstances to settle conflict without the need for physical intervention setting the stage for future positive interactions.

Topics Included: Self Preparation, Know Yourself, Know Your Population, Elements of Communication, Stages of Conflict Escalation, Strip/Deflector Phrases, Two Principles for Dealing with Difficult People, Four Steps of Successful Conflict Resolution, Five Dimensions of a Win/Win Interaction, Professional Communication Roles, and Practical Skills

Instructors: Certified staff

Dean: Chris Meredith, Curriculum Development Manager

How to Attend: Staff interested in attending this course may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at facilities, at regional sites, and at CTI in New Castle.

Contact your Facility Training Department for available dates and locations.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Mission Alliance

THINGS TO KNOW:

Description: The Mission Alliance program was designed with the intention of fostering effective team building, communication, and a positive work culture focused on aligning the staff from Westville Correctional Facility and Indiana State Prison so they may work together as one cohesive team operating within the confines of the new correctional facility located in Westville, Indiana.

Topics Included: 4 C's of Team Identity, Promoting a Positive Correctional Culture, Restrictive Status Housing Unit, and Dealing with Incarcerated Individuals with Behavioral Health Needs

Instructors: Various DWE Leadership staff, along with Indiana State Prison (ISP) and Westville Correctional Facility (WCC) staff

Dean: Adam Duncan, North Regional Training Manager

How to Attend: Staff interested in this program may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Indiana State Prison and Westville staff.

DATES

Please see next page for the list of courses and their dates.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Mission Alliance

DATES

Promoting a Positive Correctional Culture:

07/10/2025	10/09/2025
07/29/2025	10/23/2025
08/07/2025	11/04/2025
08/28/2025	11/18/2025
09/09/2025	12/09/2025
09/16/2025	12/16/2025
10/02/2025	12/18/2025

4 C's of Team Identity (Offered Morning or Afternoon):

07/22/2025	10/30/2025
08/19/2025	11/20/2025
09/18/2025	12/30/2025

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Communication Improvement Programs

Working with Generation Z

THINGS TO KNOW:

Description: This program will assist participants in gaining an understanding of who Gen Z is, how to engage not only with Gen Z, but across multiple generations, how to communicate with Gen Z efficiently and effectively, and using scenarios to learn conflict resolution.

How to Attend: Staff interested in attending this training may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at facilities, at regional sites, and at CTI in New Castle.

Check with the Facility Training Department for class offerings.

SECTION 4

Specialty Unit Programs

This section contains available programs to those staff interested in increasing their knowledge of working with the special incarcerated population, focusing on communication and management. Any criteria required in order to participate is included with the specific program's information.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Specialty Unit Programs

Restrictive Status Housing Unit (RSHU)

THINGS TO KNOW:

Description: This program is designed to assist in the professional management of incarcerated individuals by familiarizing correctional staff with the practices related to de-escalation in communicating with a person with mental health needs in a restrictive housing unit. It introduces employees to physical structure constraints while working the restrictive housing unit. The program will introduce employees to proper policy and procedure, as well as educate staff on how to properly complete all required paperwork. Beginning in Fiscal Year 2025/2026, individuals trained to work in Restricted Status Housing Units and Use of Separation in DYS Facilities will have specific eLearning modules they will need to complete. These eLearning modules will serve as a refresher for staff, as well as provide updated information based on any Policy updates.

Topics Included: De-escalation: Communicating with a person with Mental Health Needs, Physical Structure Constraints, Working in Restrictive Status Housing

Instructors: Certified Custody and Unit Team Facility staff

Dean: Morgan Meyer, West Regional Training Manager

How to Attend: Staff working in a Restrictive Status Housing Unit more than 30 days in a calendar year must complete classroom training, eLearning modules, and OJT. Staff may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1Afvd7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at the facility as determined by the Facility Training Dept. based on facility need.

Contact your Facility Training Department for available dates.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Specialty Unit Programs

Certified Treatment Specialist (CTS)

THINGS TO KNOW:

Description: This program is designed to provide staff with the necessary knowledge and skills required to work in a specialized mental health unit. The Certified Treatment Specialist (CTS) training program shall in no way certify the employee to provide treatment beyond the employee's scope of employment and specific duties. The certification shall only be used to signify that the employee is competent and capable of working in the specialized mental health unit and has successfully completed all required training.

The program consists of an initial certification, on-the-job training, and annual In-Service components. Initial certification is a two-part process: 1. eLearning modules and a two-day traditional class at the facility; 2. On-the-job training specific to their facility. In order to maintain certification, the employee must complete annual In-Service, along with a CTS Refresher class and eLearning modules that are specifically related to the operation of the specialized mental health unit.

Some Topics Included: Case Management, Crisis Intervention, Culture of the Mental Health Unit, Safety and Security, Self-Care Resilience and Wellbeing, and Understanding Treatment.

Instructors: Certified Facility Custody, Mental Health, and Unit Team staff.

Dean: Adam Duncan, North Regional Training Manager

How to Attend: Staff assigned to, or working with incarcerated individuals in a Mental Health Unit on a regular basis (more than 30 days in a calendar year) must complete the Certified Treatment Specialist training program. Supervisors will work with the Facility Training Department to schedule staff into this program. Staff not assigned to these units, but wanting to develop a better understanding of the operation and working environment of a specialized mental health unit may attend by contacting their Supervisor or completing the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Participants (min/max): 30-60

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at facilities having mental health units as scheduled by the Facility Training Dept. based on facility need.

Contact your Facility Training Department for available dates.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Specialty Unit Programs

Use of Separation—DYS Facilities

THINGS TO KNOW:

Description: This program is designed to provide Division of Youth Services staff with the knowledge and skills essential to working within a separation unit. Beginning in Fiscal Year 2025/2026, individuals trained to work in Restricted Status Housing Units and Use of Separation in DYS Facilities will have specific eLearning modules they will need to complete. These eLearning modules will serve as a refresher for staff, as well as provide updated information based on any Policy updates.

Topics Included: Establishment of Separation Areas, Reasons for Separation, Utilizing the Continuum of Separation, Requesting and Approving the Use of Separation, When a Request is Denied, Admitting Youth into Separation, Monitoring Youth in Separation and Therapeutic Separation, Youth Rights, Reviewing and Releasing Youth from Separation, Workplace Culture, Similarities and Differences

Instructors: Certified staff

Dean: Bryan Halleck, East Regional Training Manager

How to Attend: Staff interested in attending this program may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvyD7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program may be held at CTI in New Castle, a region, or a facility based on need.

Contact your Facility Training Department regarding available dates and locations.

SECTION 5

Individual Specialty Programs

This section contains available programs to those staff interested in continuing to expand their overall knowledge and use that knowledge to assist in individualized areas. Any criteria required in order to participate is included with the specific program's information.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Individual Specialty Programs

Sexual Assault Response Team (S.A.R.T.)

THINGS TO KNOW:

Description: This program is designed to familiarize participants with the basic information regarding victim rights legislation, responsibilities of victim advocacy coordinators, types of injuries victims sustain, stages of crisis reaction, psychological first aid for victims, benefits of the victim-centered approach and factors considered under the sentencing guidelines. Participants will learn about crime scene evidentiary considerations, types of evidence, the supplies used to gather evidence, along with victim and suspect evidentiary concerns and recommendations for health care professionals. Attendees will become familiar with the purpose of the SART program, the benefits of the program, and the various roles of each team member.

Topics Included: Dynamics and trauma of sexual violence, SART First Responders, Evidence, Protocols, and Investigations, Sexual assault response team overview, and Victim advocacy.

Instructors: Certified Division of Workforce Engagement Managers/Supervisors and Facility staff.

Dean: Chris Meredith, Curriculum Development Manager

How to Attend: Staff may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program may be held at the facility, or regionally, as determined based on facility need.

Contact your Facility Training Department for available dates.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Individual Specialty Programs

Order in the Court

THINGS TO KNOW:

Description: This program is designed to provide participants with the knowledge, skills, and ability to administratively participate in the Screening, Hearing, and Appeal procedures. During this course, participants will take an in-depth look at the Disciplinary Process. Participants must complete instructor led classes, pass a written test, and complete 40 hours of On-the-Job training to obtain certification.

Topics Included: Due Process, Legal Liability, and Administration of the Adult Disciplinary Process.

Instructors: Certified Division of Workforce Engagement Managers/Supervisors and Facility staff.

Dean: Colin Wonder, Central Regional Training Manager

How To Attend: Those staff who will be conducting screenings or hearings are required to attend this training. Other staff interested may contact their Supervisor, their Training Department, or complete the request for training using the below link.

<https://forms.office.com/g/E1AfvvD7pU>

Participants (min/max): 4 -30

Grade Levels: All Grade Levels.

DATES AND LOCATIONS

04/08/25 - 04/09/25

07/22/25 - 07/23/25

05/28/25 - 05/29/25

11/17/25 - 11/18/2025

All classes conducted in the Computer Lab @ CTI

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Individual Specialty Programs

Americans with Disabilities Act Coordinator

THINGS TO KNOW:

Description: This program is designed to provide Americans with Disabilities Act (ADA) Coordinators with an overview of their responsibilities.

Topics Included: Terminology and definitions, Purpose of ADA, ADA and Correctional Facilities, and Administrative Requirements

Instructors: Certified staff

Dean: Matt Andrick, Operations Manager

How to Attend: Staff may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvvD7pU>

Participants (min/max): 6-40

Grade Levels: All Grade Levels.

DATE AND LOCATION

This program is held at CTI in New Castle.

Program is scheduled as needed.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - Individual Specialty Programs

Inter-Agency Program

THINGS TO KNOW:

Description: This week-long program provides training to those staff in other State Agencies to prepare them to work with Incarcerated Individuals, typically for those supervising Out Work Crews (Labor Lines).

Topics Included: Adult Disciplinary Policy, Basic Area Searches, Criminal Manipulation, Key Control, Incarcerated Individual Accountability, Incarcerated Individual Personal Property, Tool Control, and Transportation for Interagency Personnel.

Instructors: Certified Facility Training staff

How To Attend: Staff from other State Agencies are selected by their supervisors to supervise an Incarcerated Individual work crew (Labor Line). Interested staff should talk with their supervisor about attending. The Supervisor will contact the facility Training Department regarding enrollment.

Grade Levels: All Grade Levels.

DATE AND LOCATION

Training is offered at each facility.

Dates of class offerings are determined upon need.

Contact the facility to find out available dates.

SECTION 6

eLearning Modules

This section contains eLearning modules available to those staff interested in continuing to expand their overall knowledge. The eLearning modules cover a wide range of information ranging from specific positions within the Indiana Department of Correction to areas of specialized information.

KEY LEADERS MODULES

These eLearning modules will provide information about specific job classifications and can aid in selecting a goal and plotting a career path. The following eLearning modules are available to all staff thru SuccessFactors. For assistance in self-enrolling into one of these eLearning modules, see the instructions at the end of this catalog.

Deputy Warden

Unit Team Manager

Chaplain

Recreation Coordinator

Correctional Major

Correctional Lieutenant

Training Officer 3

Physical Plant Director

Classification Supervisor

Casework Manager

Administrative Assistant

Accountant

Correctional Captain

Correctional Sergeant

Investigator

Maintenance Supervisor

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - eLearning Modules

eLEARNING MODULES

These individual eLearning modules will provide information about specific subjects of interest. The following eLearning modules are available to all staff thru SuccessFactors. For assistance in self-enrolling into one of these eLearning modules, see the instructions at the end of this catalog.

eLearning Title	Description
Duty Officer	This module will provide individuals with the basic responsibilities of being a Duty Officer.
Training Overview	This module provides individuals an overview of the training programs offered by the Division of Workforce Engagement.
Presentation Skills	This module provides staff the skills, knowledge, and practice to deliver effective presentations for the purpose of training or delivering information to IDOC staff, collaborative agencies, incarcerated individuals, and visitors.
Beyond the Wall Mentor	This course will provide information and responsibilities for being a mentor in the IDOC's Beyond the Wall Mentoring Program.
Beyond the Wall Mentee	This course will provide information and responsibilities for being a mentee in the IDOC's Beyond the Wall Mentoring Program.
Special Needs Acclimation Program (SNAP)	This eLearning track is designed to provide staff with the necessary knowledge and skills required when working in the Special Needs Acclimation Program unit. This eLearning track is a requirement for all staff members working in a designated SNAP unit.
Trauma Informed Care	This module is designed to provide participants with an overview regarding Trauma-Informed Care and how it can impact the correctional environment.
Initial Classification Designation	The purpose of this training is to walk the user through how to complete the Classification Designation Initial Worksheet and Classification Designation Reclassification/Annual worksheet and enter the worksheet into the Offender Information System.

DIVISION OF WORKFORCE ENGAGEMENT

Course Catalog - eLearning Modules

eLEARNING MODULES

CONTINUED

Sentence Computation—Parole	This eLearning track will provide Parole Services staff the necessary information for sentence computation. This is a requirement for all Parole Services staff to complete.
Sentence Computation — DHB	This eLearning track will provide Disciplinary Board (DHB) staff the information for sentence computation. This is a requirement for all Disciplinary Hearing Board (DHB) staff to complete.
Sentence Computation – Caseworkers, Casework Managers, Unit Team Managers	This eLearning track will provide Caseworkers, Casework Managers, and Unit Team Managers the necessary information for Sentence Computation. This is a requirement for all Caseworkers, Casework Managers, and Unit Team Managers to complete.
Sentence Computation - YIA	This eLearning track will provide Juvenile Facility staff working with Youth Incarcerated as Adults (YIA) the necessary information for Sentence Computation. This is a requirement for all Juvenile Facility staff working with Youth Incarcerated as Adults (YIA) to complete.
Sentence Computation - Classification Supervisors and Release Coordinators	This eLearning track will provide Classification Supervisors, Release Coordinators and/or any staff working in Classification/Release at the facility the necessary information for Sentence Computation. This is a requirement for all Classification Supervisors, Release Coordinators and/or any staff working in Classification/Release at the facility to complete.
Report Writing and Common Errors	This module will enable participants to recognize the importance of good report writing skills. The basic elements of grammar, vocabulary, and report writing will be emphasized.

SECTION 7

Miscellaneous Information

This section contains information on accessing information on Grade Levels and how to self-enroll in eLearning modules.

GETTING INVOLVED

Programs are offered to aid you in becoming a bigger part of your facility, benefiting you, your peers, the facility, and even the Agency.

Adjunct Instructors:

An Adjunct Instructor is an instructor certified or designated to teach specialized trainings on an as needed basis (e.g., Security Skills, CPR/First Aid, Personal Protection, Motivational Interviewing, etc.). They play a pivotal role in the operation of our Training Departments, are seen as leaders and subject matter specialists among their brackets and in their facility, and ensure training is conducted in an orderly and timely manner. Staff who wish to become an Adjunct Instructor will be required to complete Presentation Skills and are highly encouraged to complete Instructor Development.

Mentors:

This program seeks those staff who want to guide a less experienced person by building trust and modeling positive behaviors, to make them want to be a part of IDOC. Mentors have a desire to give back and want to share their knowledge to assist our new staff build confidence and skills as they navigate the journey to becoming a Correctional Professionals. "Corporate Mentoring" is widespread and its focus is to retain staff as well as improve the culture within the organization. The Mentoring Program has been implemented to enhance personal growth through professional development and increase staff knowledge, job satisfaction, and employee retention. Those interested in this program may contact their Supervisor, the Facility Training Department, or complete the request for training form using the following link.

<https://forms.office.com/g/E1AfvyD7pU>

GETTING INVOLVED

Programs are offered to aid you in becoming a bigger part of your facility, benefiting you, your peers, the facility, and even the Agency.

Instructors for Leadership Programs:

While many staff are eager to attend Leadership Programs, the education does not stop after graduating. We encourage all of our Leadership Program Graduates in the field, at the facilities, and Central Office, to give back by becoming an instructor for our Leadership Programs. To find out more information, please contact the Dean of the Leadership Program you are interested instructing or utilize the link below.

Advisors for Leadership Programs:

Leadership Academy, Experienced and Emerging Leaders, and the Executive Leadership Program all require Capstone Projects for the participants to complete. We look to our Wardens, District Supervisors, and Division Directors to lend their time, experience, knowledge, and advice to help guide our Leadership Program participants towards completing their project. This is an exciting time to be an active Advisor, as many projects have inspired changes to how we work better together. If you would like more information on becoming an Advisor, please contact ED Riley or utilizing the link below.

<https://forms.office.com/g/E1AfvvD7pU>

GRADE LEVEL CHART

Using the link below, you may quickly review the job code listing to see if you meet the Grade Level criteria of any program you may have an interest in attending. This Grade Level Chart is meant as a reference only. Be sure to check with SPD if uncertain about your Grade Level or job title. Access the listing by holding down the “ctrl” button and clicking on the link below.

[State of Indiana Job Code Listing](#)

ACCESS eLEARNING

Steps to self-enroll in an eLearning course:

1. Using Google Chrome, type “in.gov” in the address bar
2. Select “State Employee”
3. Select “SuccessFactors”
4. Select “My Learning”
5. In the “Find Learning” box, type the title of the eLearning course you want to take (example: Beyond the Wall Mentor)
6. Select “Search”
7. Once the search results show the course you selected, click on the title of the course
8. Click on “Start Course” button located at top right of screen

The course will remain in your “Learning Assignments” box until you finish the course. If you have any issues when self-enrolling contact your Training Department for assistance.