

NOTHERN ILLINOIS TRAINING ADVISORY BOARD

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INSTRUCTOR DEVELOPMENT – BLUE LINE (HANSEN/COLLINS)

Date: October 6-9, 2025

Registration Deadline: September 6, 2025

Time: 0800-1600 hours

Location: Sycamore Police Department
535 Dekalb Avenue
Sycamore, IL

Instructor: Lt. Heather Hansen (Ret.) and Lt. Chris Collins (Ret.)

Member Fee: \$0

Non-MTU Member & Member Non-Sworn Fee: \$150

PURPOSE OF COURSE: This 32-hour curriculum has been designed to provide new instructors with the skills needed to become dynamic, effective trainers. In this highly interactive and participatory program, students will be introduced to a multitude of techniques that can be used successfully within traditional law enforcement environments and applications, including the classroom, field operations, simulated scenes, scenario-based training, and assessments. (Student class size 16 Max)

COURSE OVERVIEW: This course focuses on techniques of instruction that address multiple adult learning styles and will provide a comprehensive overview of different class environments and management principles. Participants will complete numerous practical exercises in public speaking, demonstrative instruction, scenario-based training, and instruction to elevate the critical thinking skills of Officers in real world scenarios. Each student will be guided in preparing a lesson plan outline. **Students are strongly encouraged to bring a working computer to the course with PowerPoint software or similar presentation software. This 32-hour course requires after-class preparation on Tuesday - Thursday evenings.**

COURSE GOALS:

The goals of this course are as follows:

- Technology plays a crucial role in education. Instructors will be exposed to educational technologies and utilize a minimum of one to integrate into their teaching and instruction practices.

- Effective classroom presentations are key to engaging students and facilitating effective learning. Students will improve their presentation skills, using adult learning styles and active learning strategies such as multimedia resources, incorporating visual aids, and delivering content in an engaging manner.
- Each student will complete a minimum of 4 blocks of instruction or speaking: a 2-minute impromptu speech, a 5-minute demonstration speech, a 10-minute block of instruction. Concluding with a 20-minute unit of scenario-based or active learning/critical thinking training, within the given amount of time for each block. Each student will build up from 2 minutes to 20 minutes, to increase their time management of a training block or unit of instruction. The students will time themselves and stop within the time allotted.
- Each student will construct a minimum of three student performance objectives successfully, to include performance, criterion and condition.
- Students will correctly give an example for each level of Bloom's Taxonomy the six levels of thinking: from the lowest levels of remembering to the highest level of evaluation. Each student will be tasked with evaluating 11 other students in the course.
- Each student will organize an outline on a 30- minute block of instruction.
- Each student will prepare a lesson plan on the same, 30-minute block of instruction above, using the template given by the MTU or the ILETSB website.
- Each student will complete Form C, the application for instructors listed on the ILETSB website.

COURSE PREREQUISITES:

Students should come to the course with direction from their agency, department, or academy as to topics they may be requested to instruct as In-Service Instructors or for a local MTU.

METHODS OF EVALUATION:

Students will be required to demonstrate knowledge of all course materials, Additionally, the instructors will evaluate students' comprehension and retention of material based on their participation in practical exercises, scenarios, discussions and utilizing the four evaluation sheets attached to each presentation the student will give. NITAB will also provide a critique form to be completed by all students.

METHODS OF INSTRUCTION: This course is conducted using the following methods of instruction:

- Multimedia methods of instruction to include Poll-Everywhere, Power Point, Cell Phone Applications, QR Codes, videos, You Tube, case studies, and engaging learning activities.
- Utilizing Blooms Taxonomy to instruct to higher levels of thinking, scenario-based training and critical thinking exercises.
- In-class review of handout materials.
- In-class discussions and small group exercises.
- Each student will be exposed to 11 oral presentations from each classmate and 11 scenario- based training blocks, for each student to practice instruction of Officers.
- In-class demonstrations by 23 additional students, to improve ‘how-to’ style of instruction in a department or academy setting.
- Peer review training and feedback exercises

COURSE REFERENCES/BIBLIOGRAPHY:

1. Illinois Training and Standards Board Form C for Instructors
2. Online Learning Network through the Executive Institute

REQUIRED READINGS:

All applicable handouts

COURSE REQUIREMENTS/GRADING POLICY: Students must complete a minimum of four presentations, (for a total of 40 minutes) and a lesson plan on a 30-minute block of instruction they presented in the course.

RECOMMENDED INSTRUCTIONAL AIDS: Projector, screen, notebook with PowerPoint slides for notetaking, handout materials, name tags and white board

ATTENDANCE POLICY: This is a state certified course. Thus, no more than 10% of class time, or approximately 4 hours, may be missed. It is strongly suggested, however, that the student be in attendance for the entire session to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains in the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

ACADEMIC INTEGRITY: NITAB supports a strict policy on academic integrity. Students are responsible for their own work, including the preparation of research papers, case study reports and the taking of pre and post examinations. Cheating and plagiarism will not be tolerated and will result in a failing grade.

SAFETY PROTOCOLS:

1. Any scenario-based training utilizing weapons will be conducted with a safety officer, all practice weapons will be rendered safe, and all duty weapons will be in the custody of a safety officer, to be determined.

2. Any control and arrest tactics being trained or instructed, will be done in a manner to check for injuries or pre-existing condition prior to the exercise and after the exercise.
3. Any student instructing on a specialty, less than lethal weapon, will be certified and not instruct prior to that certification.

This course has been certified by the ILETSB and approved to meet the following mandates:

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| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> Constitutional & Proper Use of Law Enforcement Authority |
| <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Cultural Competency |
| <input type="checkbox"/> Emergency Medical Response | <input type="checkbox"/> Human Rights |
| <input type="checkbox"/> Legal Updates | <input checked="" type="checkbox"/> 1.0 Officer Wellness and Mental Health |
| <input checked="" type="checkbox"/> 4.0 Procedural Justice | <input type="checkbox"/> Psychology of Domestic Violence |
| <input type="checkbox"/> Reporting of Child Abuse and Neglect | <input type="checkbox"/> Sexual Assault Trauma Informed Response |
| <input type="checkbox"/> Use of Force | <input type="checkbox"/> De-Escalation Techniques |
| <input type="checkbox"/> High-Risk Traffic Stops | <input type="checkbox"/> Law concerning stops, searches, and use of force |
| <input type="checkbox"/> Officer Safety Techniques | <input type="checkbox"/> Firearms Restraining Order Act |

Specialized Training

- | | |
|--|---|
| <input type="checkbox"/> Crisis Intervention Team Training (CIT) | <input type="checkbox"/> Lead Homicide Investigator |
| <input type="checkbox"/> School Resource Officer | <input type="checkbox"/> Sexual Assault Investigator Training |
| <input type="checkbox"/> Epinephrine Autoinjector (Epi Pen) | <input type="checkbox"/> Opioid Antagonist (NARCAN) |
| <input type="checkbox"/> Drug Recognition Expert (DRE) | <input type="checkbox"/> Advanced Roadside Impaired Driving Enforcement (ARIDE) |
| <input type="checkbox"/> Active Threat Response | <input type="checkbox"/> Officer & Youth Interaction |
| <input type="checkbox"/> Juvenile Law | |

To receive a State Certificate / training credit for the above listed mandates, no more than 10% of the course hours can be missed.