

*Grant
172*

IN-SERVICE TRAINING SEMINAR
FINAL REPORT

PURPOSE: The seminar was convened in order to bring together knowledgeable persons to discuss in-service training and its implications for corrections. Specifically, the seminar was to explore in-service training as a concept; determine how industry and public service have defined in-service training and adapted in-service training concepts and methods to their particular organizational structures; and to relate these concepts, definitions, and methods to the development of in-service training programs by correctional agencies.

The seminar was conceived as a multi-purpose vehicle for achieving a number of goals. The discussions on in-service training were to result in a publication that would be a reference document on in-service training. The composition of the group attending the seminar represented industry and government. OLEA grantees were invited to attend in order to become sensitized to current concepts in in-service training, and to discuss their training problems. Finally, it was hoped that exposure to industrial trainers would give correctional administrators a broader view of in-service training and make them aware of industry as a training resource.

CONTENT AND PROGRAM: The seminar was built around five major topics:

1. In-Service Training: Concept, Definitions, and Adaptations. This session was aimed at the formulation of a concept of in-service training in terms of its general and its specific definitions as well as of its long and short range objectives. Adaptations of in-service training to different kinds of organization systems were discussed by representatives of corporate industry, public agencies, and the university (extension or adult education divisions).

2. Training Methodologies: The focus of this session was on the variety of training methodologies available (sensitivity training, role playing, programmed instruction, didactic instruction, i.e., the lecture and training manual, and training for change strategy); the definition of each type; their use and misuse; how to decide what method to use and when; how to combine several methods into one program.

3. Training Resources: The purpose of this session was to clarify the process by which training needs are identified, the training methods selected, and the training resources

mobilized; all three aspects become the basis for planning and establishing an in-service training program. The pattern for conducting this session was similar to that used in Session 1.

4. Kinds of Organizational Arrangements: The various kinds of organizational arrangements which may be used singly or in combination were discussed, and the advantages and disadvantages of each type and how each can contribute to in-service training objectives. The kinds of organizational arrangements include: the in-house or agency-based program; the traveling team; training centers; combined university-extension with agency; federal-state resources.

5. Assessment of Training Programs and Training Methods: Using again the pattern of Session 1, this session was concerned with the importance of assessing the effectiveness of training programs and the training methods used; how assessment techniques are built into in-service training; results of some assessment studies.

6. Implications for Corrections: This was a summary session with particular emphasis on an estimate of the level of readiness of the correctional field for the kind of in-service training, relation of defining in-service training in corrections to correctional goals, some guidelines for the translation of in-service training concepts and definitions from other fields of experience to correctional administration, agency and institutional organization structures, and problems of assessment.

The objectives of the seminar were met in that the representation from the various groups was as planned. The final result of the seminar took the form of a publication, Targets for In-Service Training, which has been widely distributed. Four thousand copies have been printed and distributed to correctional administrators, social agencies, and Universities.

The Western Interstate Commission for Higher Education has used the publication in the planning and development of in-service training programs for its Corrections Project.

The Joint Commission has ordered a second printing of the publication in order to meet heavy requests from various groups and individuals.

Comments on the publication have been generally favorable. Commentators generally have been impressed by its timeliness, conciseness, and relevance. There is at this time no publication that treats training in corrections in this manner. The

value of the publication is in its emphasis on the planning aspects of training, the rationale for training, and some problems and issues.

The grantee does not feel that this project raised any unusual problems. The participants were all interested in the subject matter and substantial contributions were made by all who attended. It should be noted that planning of the seminar was a key element in its success. The presentations were well structured, and the speakers were requested to submit an outline of their presentation. The total number of persons in attendance was limited in order to maximize interaction.

Although the purpose of the seminar was clearly stated, some individuals interpreted it as a training program rather than a fact-generating seminar. In general, however, the response was excellent.

EXPENDITURES SCHEDULE

Personnel:

(1) Employees

Roma K. McNickle- Editor
Clerks-Typists

\$1,425.00
1,075.00

\$2,500.00
2,500.00
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Less amount of Grant Fund

(2) Consultants:

Carol H. Weiss
Ronald W. VanderWiel
Lyman K. Randall
Kenneth Polk
C. S. Matthews
Carl B. Kludt
Howard Higman
Marshall W. Fels

\$ 200.00
200.00
200.00
200.00
200.00
200.00
200.00
200.00

1,600.00
1,600.00
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Grantee Contribution

(B) Travel: (Transportation and Subsistence)

SCHECULE NO. 2

Carol H. Weiss
Frederick Ward, Jr.
Albert C. Wagner
Ronald W. VanderWiel
Willis O. Thomas
Paul D. Sherman
J. W. Rollow
Lyman K. Randall
Arthur T. Prasse
The Washington Hilton
Edwin Powers
Kenneth Polk
Elton K. McQuery
Tully L. McCrea
C. S. Matthews
Carl B. Kludt
Paul Kalin
Leonard F. Horan
Howard Higman
John C. Hazelet
Tom V. Hageman
John J. Gott
William L. Frederick
Marshall W. Fels
Frank Dell"Apa

\$ 114.76
252.20
116.47
103.23
90.81
95.58
38.76
113.96
90.28
56.77
66.23
375.02
402.25
376.86
207.33
476.26
136.10
61.16
251.33
199.78
340.43
98.61
105.48
383.43
298.61

\$4,851.70
3,500.00
\$1,351.70

Less amount of Grant award
20 persons X @ \$175.00
Grantee Contribution

Printing:

4,000 copies of Targets for In-Service Training

\$ 2,384.00

Total Grant Fund Expenditures

\$ 6,000.00

Total Grantee Contribution Expenditures

5,335.70

TOTAL PROJECT COST

\$11,335.70



U.S. DEPARTMENT OF JUSTICE
OFFICE OF LAW ENFORCEMENT
ASSISTANCE

GRANTEE'S
QUARTERLY PROGRESS REPORT

Page 1

From: (Name and address of grantee)
Joint Commission on Correctional
Manpower and Training
1522 K Street, N. W.
Washington, D. C. 20005

Grant
No. 172

Date of
Report

Covering Period:

Apr. 1, 1967 to Sept. 30, 1967

To: Director, Office of Law Enforcement Assistance
Department of Justice, Washington, D.C. 20530

Submitted herewith is the grantee's progress report for the period shown above:

Ray Frank
Project Director (Signature)

See attached narrative.



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF LAW ENFORCEMENT
ASSISTANCE**

**GRANTEE'S
REPORT OF EXPENDITURES**

From: (Name and address of grantee)

Grant No.

Date of Report

Report No.

172

1

Type of Report:

- Regular Quarterly
- Special Request
- Final Report (detailed schedules must be attached)

Report is submitted for the Period April 1, 1967 through September 30, 1967

I. Data on Expenditures from Grant Funds.

1. Amount of Grant Award.	\$6,000	4. Amount Expended During Report Period.	\$6,000
2. Total Advances Received to End of Report Period.	\$6,000	5. Total Amount Expended to Date.	\$6,000
3. Amount Expended to Beginning of Report Period.	--	6. Unexpended Cash Balance at End of Report Period.	--

II. Summary Report and Budget Comparison.

Expenditure Items Grant Funds		Approved Budget	Expenditures During Period	Expenditures To Date
Personnel		\$2,500.00	\$2,500.00	\$2,500.00
Travel		3 500.00	3,500.00	3,500.00
Supplies, Communications, and Reproduction		--	--	--
Other:	Equipment	--	--	--
	Miscellaneous	--	--	--
	Indirect	--	--	--
Totals—Grant Fund Expenditures		\$6,000.00	\$6,000.00	\$6,000.00
Totals—Grantee Contribution Expenditures		\$5,335.70	\$5,335.70	\$5,335.70

The above data is correct, based on the grantee's official accounting records consistently applied, and expenditures shown have been made for the purposes of and in accordance with applicable grant conditions.

Edward T. Maffei
Signature

Project Fiscal Officer

Title