

*West Central Illinois Criminal Justice Council*  
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Chairman: Chief Adam Yates

Vice-Chairman: Deputy Chief Rodney Cox

Secretary/Treasurer: Deputy Chief Travis Wiemelt

Website: [www.mtu9.org](http://www.mtu9.org)

*Funded in Partnership with the Illinois Law Enforcement Training & Standards Board*

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*(Serving the Counties of Adams, Brown, Calhoun, Cass, Greene, Jersey, Macoupin, Morgan, Pike, Schuyler and Scott)*

## **BASIC INSTRUCTOR DEVELOPMENT**

**DATE:** May 20 – 23, 2025

**TIME:** 8:30 a.m. - 4:30 p.m.

**LOCATION:** Jacksonville Regional Training Facility  
940 Hoagland Road, Jacksonville, IL

**INSTRUCTOR:** Jan Mirikitani – MBBW, LLC

**Meets IL Mandates: Cultural  
Competency (3 hrs.), Procedural  
Justice (2 hrs.)**

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### **COURSE DESCRIPTION:**

This Course prepares Law Enforcement Officers/Civilian personnel to be effective trainers for their respective & affiliated agencies and complete all required IL Training & Standards Board paperwork for their agency files.

### **LEARNING OBJECTIVES:**

1. Provide clear foundation for the trainer's legal professional responsibilities & role when teaching for their agency or a Mobile Training Unit.
2. Discuss methods for assessing trainee needs and abilities before writing learning objectives and developing an appropriate source document.
3. Discuss the impact of instructor on the classroom communication climate on learning.
4. Discuss and teach the logic, design, and use of a teaching lesson plan.
5. Provide a workshop environment for writing learning objectives, a lesson plan, source document, course synopsis, and test questions, clarifying the legal and practical purpose and responsibilities of each.
6. Discuss and practice methods for increasing public speaking and confidence, reducing nervousness, and increasing quality delivery in a classroom teaching.
7. Discuss the use of audio-visual training aids and equipment and provide practical experience with PowerPoint.
8. Discuss testing goals and tools to evaluate learner outcomes through multiple means, in order to validate if training objectives were met.

### **STUDENTS MUST BRING THE FOLLOWING:**

- Personal laptop, and memory stick for saving work
- Note taking materials

### **No Shows/Cancellation Policy**

West Central IL Criminal Justice Council-MTU #9 has instituted a No Show/Cancellation fee of \$50.00 to be invoiced to member/non-member agencies who do not provide sufficient notice of cancellations seven (7) days before start of class. This Fee will be invoiced within a week of an officer's absence from a training course in which he/she was registered. If an agency is unable to provide advance notice of its intent to cancel course registration because of circumstances beyond its control, the Director will have the discretion to waive this payment. Any requests to waive No Show/Cancellation Fee must be made to the Director in writing. (View Full Policy [HERE](#))

**Cancellation:** If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contact at the email address given at registration, so please be sure to provide an email address which is checked often.

**To Register:** Follow this link to Register: <https://mtu9.org/page/3/register-now> If you experience problems or issues with registration, please email [register@mtu9.org](mailto:register@mtu9.org). ALL registrations must go through your Sheriff, Chief, or Training Officer.

*This course is certified and approved by the Illinois Law Enforcement Training & Standards Board*