

# Communications Training Officer, 6th Ed., Angleton, TX, #74451

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## COURSE DESCRIPTION

APCO Institute's new Communications Training Officer (CTO) 6th Ed. course provides comprehensive training on the roles and responsibilities of CTOs in running an agency's one-on-one training program. The course focuses on performance-based training and management and the need for standardized training with documentation.

This CTO 6th Ed. course includes the essential elements of a CTO program based on the industry recognized "San Jose Model" while also incorporating the requirements set by the national standard for CTO programs. **Please visit our [Standards webpage](https://www.apcointl.org/services/standards/find-standards/) (<https://www.apcointl.org/services/standards/find-standards/>) to review current standards required for this course.**

## Topics include

- The Communications Training Officer: Roles and Responsibilities in Performance Management and Training
- CTO Program Building Blocks
- Preparing, Motivating, and Communicating with Trainees
- Training and the Adult Learner
- Documentation in the CTO Program
- Tracking and Evaluating Trainee Performance
- Liability
- The CTO and the Future of the Workplace

Course resources include templates for the Daily Observation Report (DOR), task list, trainee tracking form, and Standardized Evaluation Guidelines.

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## CLASS INFORMATION

**Date(s):** March 17 — 19, 2025  
**Time:** 11:00 a.m. - 8:00 p.m.  
All times are in Eastern Time.  
**Location:** Brazoria County Sheriff's Office  
3602 C.R. 45  
Angleton, TX, 77515

**Pre-Requisite:** In order to attend this class, the student must demonstrate completion of 40hrs of formal basic telecommunicator training, this can be APCO's PST1 or other commercial or formal basic training class. It can also be a signed letter from the agency head on agency letterhead stating completion of 40hrs of formal basic telecommunicator training. This pre-requisite must be submitted to APCO Institute prior to the start of the class.

## REGISTRATION

**Tuition:** Full, Associate, & Commercial member:  
\$430.00  
Non-member:  
\$480.00

**REGISTER at:** [www.apcointl.org/schedule](http://www.apcointl.org/schedule).

Please read our Registration & Cancellation Policy at [www.apcointl.org/registration-policy](http://www.apcointl.org/registration-policy).