

DJJ Office of Training – Internal Training Request Process

DJJ leadership and management personnel may request assistance from the Office of Training with the development of training programs that will meet identified needs of staff. Requests for training may be submitted to the Office of Training by using the DJJ Office of Training Event Reservation/Training Planning Form. Internal training programs must be approved through the chain of command and the Director of Training. Applicable training will be granted equivalency credit based on the program content being commensurate with the DJJ training requirements. Internal training requested by DJJ leadership or management will not substitute training identified as required by Department policy and/or the Office of Training.

DJJ personnel requesting assistance from the Office of Training to develop a training program must follow the guidelines prescribed in this document. Requests are to be submitted to the Office of Training from the Juvenile Program Manager or Facility Director level and above. The Office of Training may not provide assistance, credit or support for requests made outside of the guidelines established in this document.

DJJ personnel requesting assistance from the Office of Training must complete the following forms and provide the applicable documentation to the appropriate parties to be reviewed by the Office of Training:

- DJJ Office of Training Event Reservation/Training Planning Form

If approved, the Office of Training will provide assistance to the requesting DJJ personnel.

The Office of Training is providing the following step by step process as a guide for DJJ personnel requesting assistance with the development of internal training.

Step 1:

The DJJ personnel requesting training assistance will initiate the request by completing the DJJ Office of Training Event Reservation/Training Planning Form and submitting the form to the Assistant Director and Director of Training.

Facility Directors are recommended to communicate and complete the form with the assistance of the Office of Training Facility Based Trainer prior to submitting the form to the Assistant Director and Director of Training. Community management is recommended to communicate and complete the form with the assistance of the Office of Training regional training coordinator prior to submitting the form to the Assistant Director and Director of Training. Central Office management is recommended to communicate and complete the form with the assistance of the Director of Training.

The DJJ personnel requesting training assistance will enter the following information into the form:

1. Name of requestor
2. Email address of requestor: Not the Facility Based Trainer or Regional Trainer.

DJJ Office of Training – Internal Training Request Process

3. Agency Unit: name of the office or facility requesting the assistance.
4. Agency Division: select the correct division from the drop down box.
5. Phone Number
6. Event Name: enter the name of the training or main topic to be covered.
7. Maximum Attendees: enter the number of staff to be trained.
8. Room Setup: select from drop down box.
9. Beginning Time and Ending Time: select the time frame expected for the training program.
10. Type of Event: Select the appropriate type of event.
11. Event Location: select location.
12. Event Date(s) and Alternate Date: select preferred dates for program to be presented.
13. Equipment Needed: select equipment-if not listed, list in the “Other” text space.
14. Select if meals, lodging or refreshments will be required in the “Do You Require” area
15. Comments will be used to provide additional requests, describe budget needs, and include detailed information on the training needs the training intends to address.

Step 2:

For requests submitted for training programs by facility directors-The Facility Director will electronically forward the Event Reservation/Training Planning Form to the Office of Training Director and Assistant Director and the facility’s regional administrator.

For requests submitted for training programs by community managers - the community manager will electronically forward the completed Event Reservation/Training Planning Form to the Office of Training Director and Assistant Director and the community office’s regional administrator.

For requests submitted for training programs by Central Office Directors - the Central Office Director will electronically forward the completed Event Reservation/Training Planning Form to the Office of Training Director and Assistant Director and the Directors Deputy Commissioner.

Step 3: The Office of Training Director and Assistant Director will review the training request and respond to the requestor within five business days of receipt.

Step 4: If approved, the Office of Training Director will assign a Training Correspondent to the project within five business days of receipt of the request.

Step 5: The office of Training Correspondent will maintain communication with the requestor of the training to ensure the event planning itinerary is developed and maintained.

The Office of Training Correspondent will be responsible for:

DJJ Office of Training – Internal Training Request Process

- Scheduling the event in collaboration with the requestor of the training and after receiving approval from the Office of Training Director;
- Coordinating location setup and arrangements with the location correspondent;
- Organizing the event registration process through the Training Resource Information System (TRIS);
- Managing, in collaboration with the training requestor or designee, the on-site event registration process;
- Developing the rosters and evaluations for the event;
- Attending and facilitating the event to provide on-site assistance as needed; and
- Completing the program roster in the TRIS.

Step 6: The Office of Training Director will present the training requestor, Regional Administrator and the Deputy Commissioner of Support Services with the event after action report no later than 30 days of the events final day.