

**N.D. DEPARTMENT OF CORRECTIONS & REHABILITATION**  
 2012 Mandatory Training All Staff/Division Mandatory and Elective Training

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**1. The following is a list of mandatory classes for all DOCR staff in 2012. Your division, or work group may assign additional training requirements based on your position within the DOCR. You may also have extra training requirements (e.g. Defensive Driving).**

<u>Training</u>	<u>Hours</u>
1. Risk Management <sup>(1)</sup>	1
2. Motivational Interviewing (Learning Group or Initial Training) <sup>(2)</sup>	?

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**Total** **varies**

**2. Division, or work group assigned additional training requirements (these courses are assigned by the manager/supervisor of the division or work group to which the employee is assigned).**

Course	Location	Date	Hours

**3. Elective training courses (these courses are at the request of the employee and are approved by employee supervisor).**

Course	Location	Date	Hours

Legend

(1) Risk Management May be completed on-line as in-service training. New staff will receive classroom training.

- (2) Motivational interviewing is broken down in three (3) different events depending on the position you hold in the DOCR:
- a. Staff in non-supervisory roles are required 16 hours.
  - b. Staff in supervisory roles are required 32 hours.
  - c. Staff that will lead Learning (Practice) Groups are required an additional 16 hours of training, in addition to the 32 hour training.
  - d. Learning Groups meet weekly and may result in up to 52 hours in 2012.

Please note:

Department managers and staff that have daily interaction with those we serve must complete a minimum 40 hours of training per year.

Staff that does not have daily interaction with those we serve must complete a minimum of 16 hours of training per year.

#### **4. Total training hour requirements for 2012**

**Employee Signature**\_\_\_\_\_

**Supervisor/Managers Signature**\_\_\_\_\_

**Note: Please list all mandatory training that you required each staff to attend. Please make a copy for the staff person, a copy for yourself and send original to NDSP/JRCC/YCC training department so we can track the training progress with periodical reminders to assist your staff in completing their required training.**