



SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT

5146 Arnold Ave., Room 110A, McClellan, CA 95652

916-570-5000 (phone) 916-570-5023 (fax)

srcjtc@arc.losrios.edu (e-mail) <http://www.arc.losrios.edu/~safety> (web site)



COACHING WRITING SKILLS FOR SUPERVISORS

PRESENTED BY THE FBI

COURSE DESCRIPTION: Coaching Writing Skills for Supervisors is an 8-hour course designed to provide supervisors with the tools necessary to more effectively supervise employees, specifically in coaching skills useful in assisting employees with their writing skills.

PREREQUISITES: Successful completion of a Law Enforcement Basic Academy or equivalent as determined by Dean.

SCHEDULE: To Be Announced TBA

HOURS: 8:00 a.m. – 5:00 p.m.

LOCATION: Sacramento Regional Public Safety Training Center
5146 Arnold Avenue
McClellan, CA 95652

CREDIT: One-quarter (.25) unit through American River College

RESERVATIONS: For reservations, please contact Susan Thomas at (916) 977-2310 or Brian Jones at (916) 977-2247

ENROLLMENT: Students are strongly encouraged to complete the online registration forms prior to the first day of class. Please click here to apply for classes: https://www.xap.com/Applications/Los_Rios_CCD/apply.html. Once you have applied and received your confirmation by email, please contact our office to register for class, or you may download a registration form from our website and fax your credit card information to our office.

CERTIFICATION: P.O.S.T. Certificates

FEES: \$5.00

\$5.00 Enrollment fee

All fees subject to change