

Elk Grove Police Department  
Facilitation Skills Development  
California Commission on Peace Officer Standards and Training Presenter: 1192

**Purpose**

The purpose of this course is to provide department instructors with the skills necessary to understand desired student learning outcomes, while developing a facilitation plan which includes creating a learning activity and using presentation skills to deliver course content.

**Learning Outcomes**

Students will learn to identify desired student learning outcomes and prepare facilitation objectives when preparing to deliver course content as a department instructor. They will also learn how to create an effective learning activity along with techniques to effectively deliver course content to their students.

**Expanded Course Outline**

**Registration, Introduction, Orientation, and Course Overview**

**I. Desired Student Learning Outcomes**

- A. Knowledge students are expected to have when completing the course
- B. Skills students are expected to demonstrate to complete the course
- C. Tools necessary to measure the students' knowledge and skills at the completion of the course

**II. Facilitation Objectives**

- A. Evaluate the potential audience to determine obstacles
- B. Use audience evaluation to determine the most appropriate teaching techniques
- C. Determine alternate delivery methods to mitigate unexpected audience changes or needs

**III. How to Create an Effective Learning Activity**

- A. Develop a learning activity summary
- B. Create an activity description
- C. Identify key learning points
- D. List activity management information
- E. Develop potential critical thinking questions to assist with content delivery
- F. Create a list of resources needed and time required

**IV. Art of Presentation**

- A. Establish credibility
- B. Build and sustain rapport
- C. Read the group
- D. Balance task, process, and group development
- E. Listen to and acknowledge participants
- F. Respond appropriately
- G. Recover with grace

**Review and Evaluations**