

**LOS ANGELES POLICE DEPARTMENT
D.R.E. Instructor School
1850-22171**

Instructional Goal: Train certified DRE's to become DRE Instructors to help present DRE curriculum to LAPD and outside agencies.

Performance Objectives: Using Instructor-Led Presentations, Participant-Led Presentations Knowledge Examination, Reading Assignments students will:

- Addresses the application of basic adult learning theory and the skills related to technical teaching.
- Learn effective teaching techniques from experienced instructor demonstrations and their own in-class participation.
- Will learn to apply the motivational techniques and presentation skills taught in this course.
- Will demonstrate effective questioning techniques and how to handle challenging situations; develop and use training aids.
- Will learn how to deliver this specific training program and the basics on how to make effective presentations along with the roles and responsibilities of instructors in conducting the DRE training program.
- Participate in hands-on skills.
- Be taught by Certified DRE Instructors who are assigned to the LAPD DRE Unit.
- Will receive a NHTSA/DRE certificate.

References: Instructors, facilitators and training supervisors shall ensure that current references are utilized

Day One

I. Introduction and Overview – 2 Hours

- A) Opening Remarks
 - 1) Welcome Students
 - 2) Program Goals and Objectives
 - a) Ultimate goal
 - b) Overview session objectives, content and learning activities
 - c) Job performance objectives
 - 3) Introduce Instructors

- B) Administrative Matters
 - 1) Facilities
 - 2) Circulate Roster (corrections or changes)
 - 3) Circulate Student-Instructor Data Sheet
 - 4) Emergency Information dissemination
 - 5) Course Goal and Objectives
 - a) Overall Course Goal
 - b) Objectives

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- C) Course Overview.
 - 1) Seminar schedule
 - 2) Activities

- D) Introductions
 - 1) Student Introductions

II. Concepts of Adult Learning and Teaching – 2 Hours

- A) Differences and Similarities of Adults and Children
- B) Adult Learning
- C) Maximum Efficiency in Learning
- D) Domains of Learning
 - 1) Cognitive Domain
 - 2) Affective Domain
 - 3) Psychomotor Domain
- E) The Four-Step Process of Teaching and Learning
- F) The Student's Perspective

III. The DRE Curriculum Package – 3 Hours

- A) The DRE Curriculum Package
 - 1) A Complete Curriculum
 - 2) Administrator's Guide
 - 3) Familiarization with the Administrator's Guide
 - 4) Overview of the DRE School
 - 5) Guidelines for conducting a Controlled Practice Drinking Session.
 - 6) Instructor's Manual
 - 7) Instructor's Manual Contents
 - a) Administrator's Guide
 - b) Lesson Plans
 - c) Visuals
- B) How to Use Lesson Plans
 - 1) Preparing to Teach
 - 2) What to Take to the Classroom
 - 3) Style vs. Content
- C) Purpose, Content, and Format of Lesson Plans
 - 1) Instructor's Manual consists of Lesson Plans
 - 2) A lesson plan is a written outline of the content and method of instruction.
 - 3) Format of the lesson plans.
 - 4) Purposes of the lesson plans
- D) Detailed Review of the DRE School Lesson Plans
 - 1) The DRE School Sessions
 - 2) Instructor application of technics

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PowerPoint Presentations

- A) Objectives
- B) Microsoft Powerpoint – Equipment Needed
- C) Starting with “Auto Content Wizard”
- D) Views
- E) Starting with “Template”
- F) Starting with “Blank Presentation”
- G) Open Existing Presentation”
- H) Adding Text and Graphics
- I) Introduction to the Tool Bars
- J) Inserting Graphics
- K) Inserting Audio
- L) Text, Graphic, and Sound Animation
- M) Picture Format and Picture Toolbar
- N) Word Art
- O) Slide Transitions
- P) Apply Design Templates
- Q) Additional Inserts
- R) Printing for notes
- S) Elements of a Slide Presentation
- T) Slide Layout – Basic Rules
- U) Views

IV: Assignments for Practice Teaching – 1 Hour

- A) Assignments and Clarifications
 - 1) Identification of teaching assignments
 - 2) Team Teaching
 - 3) Logistics
- B) Independent Review
 - 1) Review of assigned lesson plans
 - 2) Instruct students to meet with team teaching partner
- C) Study Session
 - 4) Preview any video

Day Two

V. Teaching Preparation Techniques – 4 Hours

- A) Qualities of a Good Instructor
- B) Instructor Preparation Tasks
 - 5) Get Yourself ready to teach

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- 6) Conduct a planning meeting
 - 7) Identify needs for revision
 - 8) Preview Visual aids
- C) Effective Speaking
- 1) Components of public speaking
 - 2) Presentations
 - 3) Feedback/Coaching
 - 4) Wrap-Up

VI. Techniques for Effective Classroom Presentations – 4 Hours

- A) Handling Challenging Situations
 - 1) Too much or too little participation
 - 2) Minimize Behavior, Maintain Self esteem, Avoid Disruption
 - 3) Identify Strategies
- B) Effective Questioning Techniques
 - 1) Overhead Undirected
 - 2) Pre-directed
 - 3) Overhead Directed
- C) Team Teaching
 - 1) Advantages v. Disadvantages
 - 2) Instructor Roles
- D) Creativity in Training
 - 1) Interactive Techniques
 - 2) Facilitation of Learning
- E) Developing and Using Training Aides in the Classroom
 - 1) Purpose
 - 2) Resources
 - 3) Guidelines

Day Three

VII. Students' 20 Minute Presentations – 8 Hours

- A) Student-Led Presentations (20 minutes each)
 - 1. Critiques

Day Four

VIII. Student's 40 Minute Presentations – 8 Hours

- A) Student-Led Presentations – (40 minutes each)
 - 1. Critiques

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Day Five

IX. Student's 40 Minute Presentations – 2 Hours

- A) Student-Led Presentations
 - 1. Critiques

X. Guidelines for Managing a Live Alcohol Workshop – 2 Hours

- A. Advanced Planning Tasks
 - 1) Select and prepare volunteer drinkers
 - 2) Secure supplies
 - 3) Assign Instructors and Monitors
- B. Controlling the Alcohol Workshop
 - 1) Assign students to teams
 - 2) Assign team member tasks
 - 3) Explain procedure
 - 4) Monitor all phases of lab

XI. Guidelines for Conducting Video Options for SFST Training –2 Hours

- A. Overview
 - 1) Purpose of video option
 - 2) Correlation Data
- B. Classroom procedures Using the Video Tapes
 - 1) Observe video
 - 2) Mark worksheet and record opinion
- C. Use and Maintenance of the SFST Arrest Log
 - 1) Purpose of log
 - 2) Courtroom Testimony

XII. Summary and Conclusion – 2 Hours

- A. Quiz
- B. Closing Remarks
- C. Course Completion Certificates
- D. Critiques