



## Training

Training Methodology: **ITK Services** offers a broad range of training packages that include assessing training needs, identifying critical tasks, determining the conditions under which the tasks must be performed, and training to the standards required. Part of the assessment includes the essential skill, knowledge, and ability of a typical entry-level student. The training needs assessment considers where it is most efficient and effective to train each critical task (e.g. classroom training, individual self-paced training, or on-the-job training/mentorship). The output of the needs assessment is a terminal learning objective, statement of critical tasks and training site, the essential skills each student is required to possess before training starts, and the minimum acceptable performance required at the end of training.

### I. Assessment Phase:

- Identify any current performance issues and determine the standards of performance.
- Determine the conditions under which the tasks are to be performed.
- Identify the critical tasks.
- Determine the appropriate training venue (e.g. self-paced, classroom, or on-the-job).
- Determine minimum entry-level knowledge, skills, and abilities requirements.
- Submit the terminal learning objective and training plan for approval.

### II. Development Phase:

- Focus on maximizing self-paced individual training through leverage of appropriate distance-learning technology.
- Minimize classroom time.
- Maximize available technology that might assist in taking the training to the student (web-based conferencing, etc.)
- Identify any existing off-the-shelf training packages and assess their applicability and value to the customer.
- If off-the-shelf training comes close to meeting customer needs, determine the cost effectiveness and efficiency of using this media and developing supplemental training for critical tasks not covered.
- Develop lessons that are sequential and progressive, which will result in the student developing the knowledge, abilities, and skills required to meet performance objectives under the actual conditions.

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- Develop and incorporate tests, exercises and assignments that provide clear feedback that students are able to learn the critical tasks, apply them under appropriate conditions, and demonstrate overall performance to standard.
- If desired, conduct one to three assessment iterations of the training to experienced personnel to ensure the course(s) meet customer needs. Make necessary improvements, additions, or deletions to the course as required.

### III. Execution Phase:

- Identify the students.
- Prepare individual training plans and schedules for each student as required.
- Determine the means and locations of training.
- Schedule.
- Conduct the training.
- Evaluate student performance.
- Survey the students to obtain feedback on the course.
- Evaluate student performance on tests, exercises, and assignments. Modify the course based on results obtained.

### IV. Course Evaluation Phase:

- If desired, conduct additional surveys of graduates and their supervisors to gain additional insight into training effectiveness.
- Design, develop, and present refresher training as desired.

Current Offerings: Our current training curriculum consists of security and law enforcement specific training. Former special agents and intelligence professionals with more than a quarter century of experience and training teach these courses in concert with our training partners at Global Tactical Solutions. The following are our current training courses:

- Major Incident Response
- Office Management
  - Personnel Management
  - Product Management
  - Logistics Management
- Practical Investigative Methods
- Task Force Management
- Crime Scene Management
- Interviews and Interrogations
- Evidence Management
- Elicitation
- Adjudications
- Personnel Security Investigations

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