



## Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

Phone (217) 726-7014 • Fax (217) 726-7833 • Email [letac@mtu10.com](mailto:letac@mtu10.com) • Website [www.letac.org](http://www.letac.org)

Bruce Liebe, Director

# Instructor Development

**February 3-6, 2025**

**8:00 a.m.-4:00 p.m.**

## LETAC

840 S. Spring Street, Ste B.  
Springfield, IL 62704

*This course has been ILESTB approved and certified for the following mandates: Cultural Competency (3hrs) & Procedural Justice (2hrs)*

**Instructor:** Jan Mirikitani, the instructor for this course, has taught this program for 30+ years. Jan has been a law enforcement & government trainer since 1989 & teaches on the municipal, state, and federal levels. She has consulted with multiple federal, state, & municipal agencies providing leadership, coaching, & mentorship succession training, strategic planning, character-driven professionalism, & leadership development skills. She has been a key-note speaker & trainer for state, regional, & federal conferences. If you have *ANY questions*, please contact her at [jbcnsltg@hotmail.com](mailto:jbcnsltg@hotmail.com).

### **INSTRUCTOR SCHOOL SUMMARY**

This course is both *work and time intensive*. Candidates are expected to use both in and out-of-class time to complete daily due assignments. Jan is available to assist you throughout the program: before class, at lunch time, and after class. Candidates *may* not miss *class sessions*, excepting Court. All missed work must be made up with Jan. Please arrange for child pick-up in advance.

### **Candidates learn how to write all paperwork required for the IL State LE Training Board & your agency's training files.** This includes:

1. Writing/typing a source document (bibliography) for their final presentation.
2. Writing/typing 3+ learning objectives & a synopsis for their final lesson plan.
3. Writing/typing a lesson plan that teaches the 3+ learning objectives.
4. Identifying ILETSB standards met in throughout the LP & the time allocated.
5. Practice public speaking skills. Candidates give an introduction, one 2-3 minute presentation, & a final teaching project. We also do a panel presentation; no advanced preparation need.

**Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10**

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6. Present a final teaching project of LP using two training aids: 12 minutes.

Ex: uniform, equipment, handouts, video, photographs, PowerPoint slides

You will need one training aid for your 2–3-minute presentation; doesn't need to be a LE topic.

***During class you're taught to write a source document, learning objectives, synopsis, & lesson plan in a work-shop environment. No prior knowledge is necessary.***

To achieve these objectives, participants should bring on day 1 of class:

1. One topic for their final teaching project (must be LE topic). Pick a final topic useful to you/your department. You may use a topic you have previously taught.
2. Bring your resource materials for developing your final teaching project.
3. Selecting materials in advance of class will reduce stress as you progress through program assignments & deadlines.

**Non-Member Tuition:** \$320.00. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

**To Register:** Email registration to [register@letac.org](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://www.letac.org) or call 217-726-7014 to register. **MTU #10 local member department officers will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.**

**Cancellation:** If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. Cancellations will also be posted to our mailing list and our Facebook and Twitter accounts.

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