



## **LEEDS THOUSAND ISLANDS EMERGENCY SERVICES TRAINING CENTRE**

**Course:** Advanced Note-Taking (Fire Prevention Officers/ Fire Investigation)

**Prerequisite:** None

**Date(s)/ Time:** *Friday April 27<sup>th</sup>, 2018, 09:00- 18:30*

**Class size:** 16 (maximum)

**Fee:** \$225.00 per student

### **Course Description:**

- Your members will learn a simple formula to write notes confidently each time. We will discuss the importance of structure, language and habit. Most importantly I will show them HOW to make notes – not simply the rules of notetaking. They will experience a hands-on session spending most of their time practicing this essential skill based on their specific duties & legislation. We will use table top scenarios to work them through a full set of “mock” notes
- We will also include a discussion of how notebooks connect to testimony in court. In small groups they will create questions that could be posed to them based on the table top scenario and brainstorm ideas to create professional responses. They will learn to “think like a lawyer” in order to establish credibility and most importantly confidence while testifying
- Students will receive a “workbook” which will guide learning throughout the day. This will act as a resource guide for them post course as they apply their learning in the field
- Students should bring a duty notebook to class in order to complete training exercises

### **Instructor: Angela McKenna**

In 2000 Angela began a career as a police officer with the Waterloo Regional Police Service where her writing abilities were recognized by her Divisional Commander immediately as a new officer. In her 15-year career she completed assignments in the Detective Branch, Community Resources, Quality Assurance (policy writing and auditing) and culminating in the Training Branch. Angela held designations as a Breath Technician, Certified Police Auditor, Designated Criminal Investigator, Certified Use of Force Instructor, CEW instructor & Immediate Rapid Deployment Instructor and a Certified Coach for the Constable Selection System. Angela also served on the Joint Health & Safety Committee for many years as a designated member. She proudly served the community as part of the Diversity Committee and chaired the Education Sub-committee.

In 2010, Angela became Waterloo's first ever Academic Trainer. She was solely responsible for developing and designing various projects including the first ever Supervisors Course and the University Special Constable Orientation Course (Laurier and Waterloo) which is now offered

province wide each year. Angela completely re-designed the Recruit Program for Waterloo Regional Police into a hands-on, skills-based program which allows officers to hit the ground running faster than ever before.

Angela recently left policing but continues her coaching and teaching practices by facilitating part-time at Conestoga College. She has also been a Guest Instructor at the Ontario Police College and has extensive experience in the Behavioral Interview style.

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