



# APCO International®

provided by  
 ALABAMA 911 BOARD

## Communications Training Officer (CTO) 6th Ed.



**September 4 - 6, 2024**  
8:00 - 5:00 p.m.



**Birmingham, AL**  
Shelby County 911



**24 Continued Education Units**



**FREE to attend**



**20 Seats available**



**REGISTER HERE**

\*Registration closes  
August 20th\*

### Topics include:

- The Communications Training Officer: Roles and Responsibilities in Performance Management and Training
- CTO Program Building Blocks
- Preparing, Motivating, and Communicating with Trainees
- Training and the Adult Learner
- Documentation in the CTO Program
- Tracking and Evaluating Trainee Performance
- Liability
- The CTO and the Future of the Workplace

**Prerequisite:**  
40-hour basic PST course

 334-440-7912  
 [education@al911board.com](mailto:education@al911board.com)