Workplace Spanish, Inc.  
CORRECTIONS OFFICERS

The rapid growth of the Hispanic population has created critical communication challenges for business, government and education. This is certainly true in all phases of law enforcement including correction and detention facilities where the ability to cut through the language barrier is critical to officer safety and smooth prison operations.

*Workplace Spanish*® learning programs are designed to cut through language barriers by training participants in simple, effective communication with Spanish speakers. No grammar, no language rules, and no prior Spanish experience are necessary to use our materials.

*Workplace Spanish*® classes are energetic and interactive and focus on the key workplace communication needs of the participants. The 75-page learning manual is easy to use and includes 2 audio CDs. A Click It™ CD-ROM version of the Corrections Officers program is also available for individual or network use.

COURSE:  *Workplace Spanish*® for Corrections Officers  
ISBN-13 # 978-1-930134-75-1

WHO WILL BENEFIT FROM THIS COURSE:

This program is designed for detention and corrections officers in municipal, county or federal penal institutions. The purpose is to help them communicate with Spanish-speakers in a wide variety of correctional processes and situations. It stresses short, simple communication – brief questions, brief statements and easy to understand officer commands.

COURSE OBJECTIVES: Depending on the length of the course and the needs of the participants, training will include these key topics that are important in this occupation:

- Basic personal introduction and basic language communication expressions
- Numbers, Time, Timing, Days & Dates
- Inmate Processing & Search // Officer Commands
- Gang – Weapon – Drug Terminology
- Custody – Dormitory – Work Details
- Outprocessing and Medical Assessment
- Practice conversations, “Drills for Skills” quizzes and a glossary are included
- A Click It™ CD-ROM is available for this program

TRAINING DETAILS:

- Recommended minimum training is 12 to 16 hours to cover pronunciation and important basic terminology
- Complete training can be divided into phases to accommodate scheduling & budgets
- Recommended class size is a minimum of 6 to a maximum of 20 participants
- Training methods include group & individual repetition; practice conversations; role-play scenarios; quizzes and games
# Workplace Spanish® for
**CORRECTIONS OFFICERS**

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