



National Association of Field Training Officers Indiana Chapter

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The Elements of Good Instruction

When training the new officer the FTO must keep in mind all of the elements of good instruction. Remember these 6 steps when instructing the new recruit.

Preparation: Prepare to teach your lesson prior to the instruction. Good preparation is essential in any training program. Preparation can include lesson plans, training briefs, questions, and just about anything else that will help you organize the topic.

Explanation: While this seems to be an easy one to remember sometimes the FTO overlooks the obvious and fails to adequately explain the topic to the new officer. Make sure you cover the topic step by step and fully explain it to the recruit.

Demonstration: Do not stop with explaining the task to the recruit. Make sure that an adequate demonstration is provided. This will allow the new officer to see the task being performed and help with their understanding of the topic.

Verbalization: Have the student describe the topic to the instructor after the instructor has explained and demonstrated the task. This helps ensure understanding and aids in retention.

Practice/Performance: Have the new officer perform the task. This completes the teaching cycle by having the recruit see/hear/do the task.

Review/Evaluation: This allows the instructor to test the new knowledge of the recruit and helps ensure that the topic has been taught and understood. If necessary the instructor can go through this process again until the topic is fully understood.

These 6 steps are essential in proper instruction and should be utilized by the FTO. Not only will the FTO find instruction easier, but the new officer will find retention is improved.

-Steven Kellams