

Participant Reference Guide

FOREWORD

This reference guide was developed to help you adjust to the challenges of being away from your home and work site; to help you feel comfortable; and to support your efforts to make your learning experience at the Oklahoma Correctional Career Development Center(OCCDC) safe, enjoyable, and productive. We hope you will find the answers to most of your questions within this "Participant Reference Guide." Unanswered questions should be referred to your training program coordinator or any other member of the OCCDC staff. You will find the OCCDC staff to be helpful and committed to supporting you in achieving the maximum benefit from your training experience.

Vision

The Oklahoma Department of Corrections will create a culture that:

- Empowers individuals
- Employs best practices
- Encourages teamwork
- Embraces diversity

Mission

It is the desire of the OCCDC staff to prepare employees to work with others in the accomplishment of the agency's mission:

To Protect the Public, Employees and Offenders

As such, the mission of the OCCDC is:

To provide employees with the knowledge and skills necessary to work safely within the correctional environment; to deal effectively with the public, co-workers, and offenders; and to achieve agency goals.

Goals

The primary goal of training is, "To provide effective employee training and leadership development which will enable the competent performance of essential job tasks and decisions on the job, the ability to create a safe working environment and the desire to continuously seek knowledge." In support of that goal, OCCDC staff endeavors to provide employees with training that is relevant, attainable and transferable within a learning environment that is supportive and guided by adult learning principles. OCCDC goals also focus on recruiting additional Subject Matter Experts to assist our staff with curriculum development and instructional delivery; maintenance of a high level of participant achievement as reflected on post-training exams; expanding reliance on technology to maximize efficient use of allocated resources and to improve training design, development and delivery; reliance on objective evaluation feedback mechanisms for use in planning future improvements to the curriculum and learning environment. In addition, the OCCDC staff will strive to:

- Continuously improve training delivery and effectiveness
- Inspire participants to take responsibility for their continued development
- Prepare participants to succeed in the dynamic corrections environment

Slogan

Standing PROUD

Values

Professionalism

Rehabilitation

Integrity

Diversity

Excellence