

SEMINAR

Note Taking & Report Writing

SECURITY TRAINING & EDUCATION PROGRAM

Length of Training:
40 hrs

Class Time:
8:30am to 5:00pm

Location:
CST Skills Training Centre
Burlington, Ontario

CST Skills Training Centre
Brantford, Ontario

Maximum Class Size
20 students

Cost:
\$50.00 per person + HST



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TODAY**

289.429.1408

"Setting The Standard!"

Prerequisites:

This seminar is open to anyone 18 years of age or older who is employed in the security, investigations and/or loss prevention field, as well as first responders. All applicants must complete a Student Application Form (available online) and full payment is required prior to Registration.

Equipment Required:

There is no training equipment required for this course. All training manuals are included, as well as a duty patrol notebook. Mandatory dress code is business casual. Student training manuals are included in the cost of the course.

Preparation:

There is no defined course preparation and/or reading. However, students should ensure they have read through the Student Orientation Package and are prepared to participate in scenario-based training.

Course Description:

This seminar is designed to give students a detailed overview of the correct procedures for making accurate and detailed notes. Through examination of case studies, students will learn the essential elements of effective report writing and the keys to successfully producing professional first responder reports. Through classroom instruction and scenario-based training the course will cover:

- Notebook Format and Entries
- Effective Note Taking
- Observations & Relevancy
- Suspect and Vehicle Descriptions
- Scene Diagrams and Legends
- Investigative Procedures & Practices
- Report Layout & Contents
- Completing An Incident Report
- Witness Statements
- Confidentiality & Professionalism
- Court Documents & Admissibility
- Record Keeping & Logs

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