

Deputy Probation Officer Core Training

Topic 2.0: Professionalism and Ethics

Class 2.2: Priority Setting and Time Management

Instructional Time: 2 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify why it is important for probation departments and law enforcement agencies to cooperate.
  - b. Given a sample pre-sentence investigation report and using all relevant resources provided by your agency, generate a schedule for completing the investigation that meets your agency's guidelines.
  - c. Identify key elements to consider when prioritizing tasks for case and time management.
  - d. Given a sample set of supervision tasks, designate the priority in which those tasks should be handled and support your decision.
3. Our Role as a Probation Officer
4. Balancing Priorities
5. Tips and Ideas for Organization
  - a. Urgent vs. Not Urgent
  - b. Controlling Paper Flow
6. Monthly Statistics
7. Prioritizing Case Work
8. Review / Closing / Evaluations

