



The Public Safety Group

BASIC TELECOMMUNICATOR TRAINING, 3rd Edition

This four-week interactive course teaches you the basic skills and responsibilities of a public safety telecommunicator. Topics include roles and responsibilities, legal aspects, interpersonal communications, technologies, telephone techniques, call classification, radio communication, and stress management.

PREREQUISITES:

None

BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Understand the role and responsibilities of a public safety telecommunicator.
- Understand and demonstrate the basic skills needed to perform the job of a public safety telecommunicator.
- Employ basic stress management skills.
- Understand the liability aspects of public safety communications.

WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what is working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you learn the basic skills and responsibilities of a public safety telecommunicator.
- Certificate of Completion awarding **40 training hours** upon successful completion of the course.

COURSE OUTLINE:

Week 1: Roles and Responsibilities

The Role of the Public Safety Telecommunicator
Characteristics of a Telecommunicator
Organizational Mission
Telecommunicator Ethics
Legal Aspects

Week 2: Interpersonal Communications and Technologies

The Communications Process
Effective Listening
Customer Service
The History of 9-1-1
Technology used in 9-1-1

Week 3: Telephone Techniques and Call Processing

Telephone Techniques and Call Processing
The Basics of Call Taking
Calming Skills and Techniques
Call Prioritization
General Calls
Fire/EMS Calls
Law Enforcement Calls

Week 4: Radio Communications and Stress Management

Basic Radio Dispatching
Descriptions
The Fight-or-Flight Response
Sources of Stress in Your Life
Stress Management
Critical Incident Stress
Course Wrap-Up and Final Exam

TUITION: THIS COURSE IS TAUGHT OVER 4 WEEKS VIA PEI-911 ONLINE.

\$399.00 – includes all course materials



Register 4 or more students and receive a 10% discount!!

2021 COURSE DATES

February 1, 2021 – March 28, 2021
March 15, 2021 – April 11, 2021
May 3, 2021 – May 30, 2021
July 5, 2021 – August 1, 2021
August 30, 2021 – September 26, 2021
October 4, 2021 – October 31, 2021
November 22, 2021 – December 19, 2021