



# Metro One Learning Academy:

## Course Overview & Lesson Plan

### Minnesota Pre-Assignment Certification Training

#### OVERVIEW & PURPOSE

Minnesota Pre-Assignment Training Course will provide a clear understanding of the development and essential roles in the field of security and its influence on their role as a security officer/guard/protective officer. This interactive learning experience will include reading, exam, and narrated videos.

This course is designed as breakdown of essential areas by displaying statutes and laws to ensure compliance and consistency for any employee within this role. In addition, our goal is to provide new knowledge and demonstrate knowledge improvement with our measurement tools (exam).

#### COURSE COMPLIANCE

1. This course is designed for self-paced or in-class instruction that assigned employees must complete for local, state, federal compliance, or the client's request.
2. This course will be assigned or require completion based on manager/leadership's request. Any required documents must be completed and submitted **(if applicable for successful completion; speak to supervisor)**.

3. For assistance with accessing any content in the Metro One Learning Academy, your point of contacts are:
  - a. Learning & Development Team: [learning@metroonelpsg.com](mailto:learning@metroonelpsg.com)
  - b. Dr. Marlene Holmes: [mholmes@metroonelpsg.com](mailto:mholmes@metroonelpsg.com)

## OBJECTIVES

1. Employees assigned to Pre-Assignment Training will participate and complete this course to ensure compliance with Metro One LPSG and Minnesota Law
2. Any participant must complete the final exam with a score of 100% or higher. The Pre-Test does not require a passing score, but each question must be answered for completion.

## COURSE LESSONS AND TRAINING AGENDA

The table below displays the modules and titles for this course.

Module Name	Description	Time	Exam (if applicable)
Introduction To Metro One LPSG  Legal Authority and Liabilities	This module provides and defines the company and services provided by Metro One LPSG. Participants will learn expectations and limitations based on their role and responsibilities regarding legal obligations and limitations.	60 mins	Training Certification Pre-Test (no passing score required)
Minnesota Private Detective and Protective Agent Statute (Administrative Rules)	This module provides and defines laws and rules identified by the state of Minnesota, by providing definitions of roles, daily responsibilities, and consequences of non-compliance.	60 mins	N/A
Sexual Harassment Prevention	This module provides and defines company and state regulations regarding employee conduct and outcomes of non-compliance within the workplace.	60 mins	N/A
Unconscious Bias and Ethics	This module provides and defines the significance of self-awareness within the workplace environment to ensure professionalism and ethical behavior.	90 mins	N/A
Safety and Understanding Effective Communication	This module provides and defines the effectiveness of communication to efficiently perform daily job requirements, by exploring non-verbal, verbal, and cultural sensitivity.	60 mins	N/A
De-Escalation Training	This module provides and defines how to mitigate potential physical threats, by using verbal and non-verbal tactics.	60 mins	N/A
Use of Force Training	This module provides and defines the limitations and expectations regarding immediate threats as supported by Metro One and Minnesota regulations.	60 mins	N/A
Anti-Terrorist Training: Identifying and Responding To Emergencies	This module provides and defines the significance of local, national, and global awareness regarding terrorist threats and responses. This training utilizes key tactics as designed by the Department of Homeland Security.	90 mins	N/A
Report Writing and Documentation	This module provides and defines what, how, where, when, and why to document daily concerns, incidents, and daily reports to prevent injury, maintain safety, understand the liability concerns, and criminal behaviors.	60 mins	N/A

<b>Active Shooter Response Training</b>	<b>This module provides and defines how the FBI identify an active shooter incident. This course also provides hide in place tactics, evacuation tactics, and an active shooter re-enactment.</b>	<b>60 mins</b>	<b>N/A</b>
<b>Observation Skills Training Behavior Recognition and Suspicious Activity Reporting</b>	<b>This module provides and defines key observation skills that will be utilized during daily operations and encounters that heighten risks.</b>	<b>60 mins</b>	<b>Training Certification Final Exam (80% or higher)</b>

Times above are estimates for in-person facilitation. Times can vary depending on class size.

## **MATERIALS NEEDED**

1. The Metro One Learning Academy can be accessed on any mobile device, laptop, or desktop with internet access. The electronic device must have speakers and video capabilities in order to participate and complete this training.
2. It is recommended that all participants take notes throughout this training to prepare for the final exam and be an accessible resource while on the job.