

**SKELLY OFFICER REFRESHER TRAINING**  
**PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session the following list is provided:

- \_\_\_\_\_ 1. Read the agenda and program objectives prior to your arrival at the training site.
- \_\_\_\_\_ 2. Your reporting location will be responsible for travel, lodging or costs for the entire training; please arrange travel through your unit or office.
- \_\_\_\_\_ 3. Remember to bring a brown bag lunch to the training.
- \_\_\_\_\_ 4. Bring paper/notebook, pens, pencils, etc. for note taking.
- \_\_\_\_\_ 5. Uniforms should not be worn to this training.

**SKELLY OFFICER REFRESHER TRAINING GROUP 1**  
**May 5, 2010**

**Wednesday**  
**May 5**

<b>0900-0915</b>	<b>WELCOME AND INTRODUCTION:</b> Introduction of facilitator, course norms and standards.	Goodwin-Boyd
<b>0915-0930</b>	<b>PROGRAM ORIENTATION:</b> <ul style="list-style-type: none"><li>• Participant introductions</li><li>• Expectations and challenges</li><li>• Inclusion Activity: Tools of Discipline</li></ul>	Goodwin-Boyd
<b>0930-1030</b>	<b>THE SKELLY HEARING PROCESS:</b> Overview of the Skelly Hearing Process with an emphasis on acceptable and non-acceptable practices during the hearing process. Case study scenarios provided for participant review, interaction and knowledge transfer.	Goodwin-Boyd
<b>1030-1100</b>	<b>MAKING THE SKELLY DECISION:</b> Overview of the Skelly Decision Process with an emphasis on acceptable and non-acceptable practices during the decision hearing process. Emphasis on a variety of factors including: Adverse Action, Rejection During Probation, Medical Action and Non Punitive Action.	Goodwin-Boyd
<b>1100-1130</b>	<b>AFTER THE SKELLY DECISION IS MADE:</b> Writing the Skelly Decision, communicating the decision and the logistics of forwarding the information on to the appropriate parties.	Goodwin-Boyd
<b>1130-1230</b>	<b>LUNCH</b>	
<b>1230-1300</b>	<b>PROGRAM CLOSURE:</b> Closing Question and Answer Session Evaluations completed by participants	Goodwin-Boyd
<b>1300-</b>	<b>DEPART</b>	

## **SKELLY OFFICER REFRESHER TRAINING**

Purpose: To familiarize participants with the pre-deprivation hearings referred to as “Skelly” hearings and the Skelly Officers’ role and responsibilities.

Learning Objectives: By the close of the class the participants will

1. Review appropriate and inappropriate actions of a Skelly Officer.
2. Evaluate a Skelly package to ensure all relevant information is included.
3. Appraise conditional factors prior to rendering a decision.