

Travel Approval Form

Department: Juvenile Services

Event Name: The Learning Coach

Location: Corpus Christi

Event Dates: 12/9/25 thru 12/10/25

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Barbarita Mena _____

Court Decision:
This section to be completed by County Judge's Office



9-22-2025

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

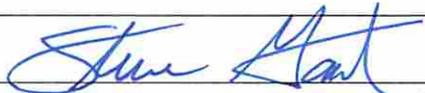
Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation *No Fee*
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



TEXAS JUVENILE JUSTICE DEPARTMENT

INFORMATION TECHNOLOGY APPLICATIONS

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Training Programs Contact Information

Program Name	Program Sponsor	Region	Program Topic
The Learning Coach	Texas Juvenile Justice Department	5	Training
Program Dates and Locations	Early Registration Date	Early Registration Fee	Registration Fee
12/9/2025 - 12/10/2025, Corpus Christi		\$0.00	\$0.00

[CLICK HERE TO REGISTER.](#)

Program Description

The Learning Coach curriculum was developed through the National Institute of Corrections (NIC) using a learner-centered, performance-based approach. The curriculum focuses on outcomes - the learner's ability to use what they learn in this course in their current position by applying learning tools and educational theories. During the traditional format of The Learning Coach course, learners take part in live classroom events and complete a teach back. Learners complete a self-assessment to identify their current level of skill and create a learning development plan for themselves. Throughout the course they will learn about new roles Learning Coaches are playing in their organizations' success and gain new or updated ideas and skills for facilitating others' learning.

Targeted Audience

This course is intended primarily for Certified Officers who provide training and facilitation for a department or facility in the capacity of Field Training Officer, Team Leader, Performance Coach, Adjunct Trainer, Supervisor or Manager. Additionally, we would also welcome those who wish to serve in that role in the future and would like to attend to prepare themselves for that career goal. If you are a person within your workplace that provides training or OJT then this course is intended for YOU!

Agenda

Nueces County Juvenile Probation Department
2310 Gollihar Road
Corpus Christi, Texas 78415

Trainers: John Kinsey and Abe Jimenez Texas Juvenile Justice Department
Day 1

8:00 am Welcome to The Learning Coach

Learning and Performance Overview

Facilitator Introductions

- Housekeeping Issues and Site Logistics
- Participant Introductions – Circle Activity and Assign Teams
- Establishing Group Rules
- Ground Rules and Course Expectations
- Learner Hopes and Concerns – Complete Self-Assessment

Goal of the Learning Function and Definition

- How Learning is Changing

From Field Trainer to Performance Coach

- Activity: Learning Coach Roles
- Learning Investment
- Transfer of Learning and Associated Barriers

What is Learning?

- Adult Learning and Motivation
- Reward and Punishment
- Emotions and Learning
- Experiential Learning Cycle

Learning Questions

Instructional Theory Into Practice (ITIP)

12:00 pm Lunch on Your Own

1:00 pm Introduction to On-Job Learning

The On-Job Learning and Performance and Coaching System

Traits of an Effective Coach

Activity: Your Own Traits

- Job Analysis and Performance Standards
- Identify Jobs, Duties, Tasks and Steps
- Comprehensive Task Manuals
- The Learning and Performance Coaching Process

4:45 pm Wrap Up and Questions

5:00 pm Adjourn

Day 2

8:00 am Ground Rules Revisited

- Questions from Day 1

ITIP Elements Review

Video Comparison – Coaching Examples (Tom and Jerry)

Video ITIP Breakdown

Goal of the Learning Function Review

On-Job Learning and Performance Coaching

Ongoing Observation and Coaching Support

System Evaluation and Improvement

- Activity: What would you Evaluate

Coaching Tips

- Activity: Create Training Outline

30 minutes (Create Batting Order)

Begin 8 minute Coaching Demonstrations

12:00 pm Lunch on Your Own

1:00 pm 8 minute Coaching Demonstrations Continued

- Revisiting Your Self-Assessment & Learning Plan
- Reflection & Next Steps

5:00 pm Wrap Up and Questions

5:15 pm Adjourn

Contact Person & Address

Nueces County Juvenile Department
John Milam
2310 Gollihar Road, Corpus Christi Texas, 78415

Telephone

(361) 561-6067

Fax

Email Address

john.milam@nuecescountytx.gov

Program Approved Date

4/8/2025 5:51:00 PM

Approved Certification Hours

15.00

Approved Management Hours

15.00

Program Approved Per Diem

0.00

[Back](#)

1711 San Jacinto Blvd, Suite 120

Austin, TX 78701

512-490-7130 | info@tjjd.texas.gov

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The Learning Coach
12/09/2025 - 12/10/2025

SEP 11 2025
EP

PLEASE COMPLETE THE INFORMATION BELOW

First Name

Barbarita

Last Name

Mena

Name for Badge

(Enter your name exactly how it should appear on your name badge.)

Barbie Mena

Title

Juvenile Probation Officer

Address

1102 E. Kilpatrick, Suite C

City

Cleburne

State

TX

Zip Code

76031

Phone Number (000-000-0000)

817-556-6880

Email Address

bmena@johnsoncountytx.org

County

JOHNSON

Agency Name

Johnson County Juvenile Services

Register

Ellen Peveto

From: Hannah Webber
Sent: Thursday, September 11, 2025 4:51 PM
To: Ellen Peveto
Cc: Kristin Slauson
Subject: FW: Your Reservation Confirmation for Omni Corpus Christi Hotel

Hi Ellen,
Please see attached updated hotel confirmation for Barbie Mena.

From: Omni Hotels & Resorts <reply@em.omnihotels.com>
Sent: Thursday, September 11, 2025 4:18 PM
To: Purchasing <PUR@johnsoncountytexas.org>
Subject: Your Reservation Confirmation for Omni Corpus Christi Hotel

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

OMNI HOTELS
& RESORTS



Omni Corpus Christi Hotel

 900 North Shoreline Boulevard, Corpus Christi TX US 78401

 Phone: 361-887-1600

 [Driving Directions To Hotel](#) ▶

Your Reservation

Status: **Confirmed** | Confirmation # **40061987721**

[VIEW/MODIFY RESERVATION](#)



CHECK IN:

12/08/2025
(after 4:00 PM)



CHECK OUT:

12/10/2025
(before 11:00 AM)

Welcome Barbarita Mena,

We are pleased to inform you that the following reservation has been confirmed but not linked to a Select Guest member account. [Join now](#) or [log in](#) to add this to your account.

Thank you for booking with Omni Hotels & Resorts. As part of our ***Say Goodnight to Hunger*** initiative, we will make a donation to a local Feeding America network food bank with every direct booking.

OMNI HOTELS & RESORTS

Reservation Summary

GUEST

Barbarita Mena

411 Marti Dr Cleburne, TX 76033 TX US 76033

OCCUPANTS

2 Adults, 0 Children

YOUR STAY

2 Nights, 1 room(s)

ROOM 1

Deluxe Room 1 King Bed

RATE

Semi Flexible Rate

Cancel by 12PM on 12/04/2025 to avoid \$209.28 penalty
Deposit not required

SUB-TOTAL

Nights (2 Nights) : \$365.49 USD

Taxes (room only): \$64.18 USD

Texas Recovery Fee: \$5.49 USD

ADDITIONAL ITEMS

GRAND TOTAL

\$435.16 USD

Mastercard XXXXXXXXXXXXX5752
Deposit not required

CANCELLATION POLICY: Cancel by 12PM on 12/04/2025 to avoid \$209.28 penalty

Additional charges may apply. Please read full terms and conditions, reservation FAQs, property policies & parking information .

Changes to your reservation:

We understand that plans change and we are here to help. If the dates of your trip or the length of your stay happen to change, please note that this may result in a rate modification.

** Taxes and charges are calculated based on room rate and additional items purchased above.

*\$1 helps provide 10 meals on behalf of local food banks. For each completed stay at any participating Omni, regardless of how the reservation is made, Omni will donate a meal to a family in need.



**LUXURY IN MOTION,
JUST FOR OMNI GUESTS**
Omni guests enjoy up to 35% off with Avis elevated travel from start to finish.

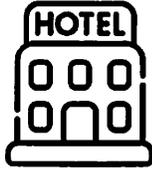
RESERVE YOUR RIDE →

AVIS

If you have a question about this reservation, please contact us by phone 888-444-6664 or send us an email at reservations@omnihotels.com. You can obtain more information regarding Omni Hotels from our [website](#) . We thank you for your patronage and wish you a pleasant stay at Omni Corpus Christi Hotel. Other customer requests will be confirmed at check-in.

If another party is responsible for room and/or incidental charges and will not be a registered guest, please call 888-444-6664.

©2025 Omni Hotels & Resorts
4001 Maple Ave Dallas, TX, 75219, US



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 09/11/2025

DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Barbarita Mena
2.
3.
4.
5.
6.

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

LEOSE FUNDS

Function Attending: The Learning Coach

Hotel Name: Omni Bayfront Hotel
Hotel Address: 900 N. Shoreline Blvd.
City: Corpus Christi State: TX Zip: 78401
Hotel Phone# 361-887-7600
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website: https://www2.tjtd.texas.gov/regionaltraining/programsinfo.aspx?ID=1
How many rooms needed: 1
Date of Check In: 12/8/25 Date of Check Out: 12/10/25

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.