

Basic Instructional Skills G265

Location: **Regional Operations Intelligence Center (ROIC)**
NJ State Police Headquarters, West Trenton, NJ 08628

Dates: **June 10 & 11 and 17 & 18, 2014 (28 Hrs.)**

Time: **8:30 a.m. - 4:00 p.m.** There is NO COST to this course

Additional Information:

- ☐ Class size is limited to 10 students to provide personalized attention to each student
- ☐ Each student is required to bring a laptop computer equipped with PowerPoint
- ☐ Each student will make 3 presentations (5, 10 and 20 minute) that will be videotaped.
- ☐ The students will receive feedback on each presentation and a DVD of all their presentations.

Prerequisite:

- *None*

Course Purpose:

This four (4) day course is designed to prepare the participant to assist with state-delivered training. It covers preparation, presentation, and evaluation skills. In addition, participants will be able to incorporate the needs of training participants into their training delivery. It will provide the basic and essential skills to deliver quality training at the local level.

Course Goal:

The goal of this basic course is to provide a foundation from which you can develop or enhance your instructional skills and present established programs.

This course is not intended to teach you how to design training. The focus of this course is to demonstrate proven methods and manner to affectively present an existing lesson plan or training materials and to improve individual skills through peer and self review feedback.

Topics to be covered include:

- Course Overview
- Preparing for Training
- Presenting & Facilitating Training
- Managing & Evaluating Training
- Putting It All Together (Includes classroom presentations)

Target Audience

Members of state and local emergency management teams. Recommended for members of state and local emergency management teams who assist in teaching FEMA or state developed classroom/practical training

Registration is required: **[NJOEM Training Application](#)**. Fill out the application completely and email it to Theodore K. Cashel at lpccasht@gw.njsp.org, 609-882-2000 ext 6214 or **fax it to 609-671-0160**. You will be contacted by email when your application is received and approved.

Additional Description

- ☐ At the conclusion of this course, participants should be able to:
- ☐ Analyze the audience characteristics, given a particular training activity.
- ☐ Review course materials to determine how the needs of the training participants affect their presentation.
- ☐ Prepare to use instructional techniques, methods, and media effectively.
- ☐ Prepare and manage the learning environment.
- ☐ Demonstrate effective instructional delivery techniques given a specific audience and materials.

Disciplines:

- ☐ Emergency Management
- ☐ Emergency Medical Service
- ☐ Fire Service
- ☐ Government Administration / Agencies
- ☐ Hazardous Materials
- ☐ Health Care
- ☐ Law Enforcement
- ☐ Public Health
- ☐ Public Safety Communications
- ☐ Public Works
- ☐ Volunteer Groups (CERT, CART,

OFFICE OF EMERGENCY MANAGEMENT
NEW JERSEY STATE POLICE
P.O. BOX 7068
WEST TRENTON, NJ 08628 - 0068

PLEASE TYPE OR PRINT

First Name	Middle Initial	Last Name
<hr/>		
M ____ F ____	<hr/>	
Sex	Job Title	

(HOME INFORMATION)

(_____) _____	_____
Phone Number	email
Emergency # we can call in case class is cancelled at the last minute	

<hr/>		
Street / P.O Box		
<hr/>		
City	County	Zip

(WORK INFORMATION)

(_____) _____	_____	
Phone Number	Employer	
<hr/>		
Street / P.O Box	email (work or home)	
<hr/>		
City	County	Zip

Do you have any disabilities which would require special consideration during your attendance at the course? No ____
Yes ____ Please describe and indicate and special consideration required on a separate sheet.


COURSE INFORMATION

Enter Course Requested	Date of course
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Enter Course Requested	Date of course
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List any prerequisite course (if applicable)

APPLICATION DOES NOT GUARANTEE ACCEPTANCE. THOSE ACCEPTED WILL BE NOTIFIED BY MAIL

Signature of applicant: _____  Date :

Signature of County Coordinator _____ Date:

Fax signed applications to Field Training Squad at 609-671-0160