



Instructional Presentation & Evaluation Skills (L141)



Course Information Sheet

Location: NJSP Headquarters – ROIC: West Trenton, NJ 08628

Dates: February 18-20, 2015: Three (3) days

Time: 8:30 a.m. - 4:00 p.m. (each day)

Course Purpose:

This three-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

Participants will have several opportunities to practice presentation and instructional skills, including as spokespersons for small groups, short duo presentations, two to three minute individual presentations, and a final 20-minute individual presentation using material related to their own programs or functions.

Prerequisites:

Students should come to class with a two to three minute already developed presentation related to their work.

Course Objectives:

At the end of this course, the students should be able to:

- Establish a conducive learning environment.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.
- Describe ways to manage the learning process.
- Apply skills to measure training results.
- Deliver three instructional presentations.

Additional Information:

- Students should be aware that there may be homework assigned in between course days. Also, daily end times may extend beyond 4 pm depending on presentations.
- Individuals who complete L141, along with FEMA Independent Study Course 242 (Effective Communication), are eligible to earn the Basic Instructor Certificate through FEMA's Master Trainer Program. For more information visit <http://training.fema.gov/mtp>.
- This course meets the instructor development requirement for FEMA's Level II Master Continuity Practitioner. For more information visit <http://training.fema.gov/programs/coop>.



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Target Audience:

The target audience of this course includes members of the emergency management and response community who are, or will be in a position to instruct others in a classroom and/or practical setting. This course is ideal for those seeking entry-level knowledge, or those wishing to practice/refine existing training and evaluation skills.

The target audience for this course includes the following local/county/state government positions and allied professionals:

- Continuity Professionals (COOP)
- Emergency Management
- Emergency Medical Services
- Fire Service
- Government Administration
- Hazardous Materials
- Health Care
- Law Enforcement
- Public Health
- Public Safety Communications
- Public Works
- Volunteer Groups (i.e. CERT and certain NGOs/FBOs)
- Other relevant professionals (please inquire if in question)

Registration Information:

- Registration is required and class size is limited to 16.
- Complete the application/FEMA Form 119-25-2 completely and email it to Lynne Reid at ftu@gw.njsp.org (phone: 609-963-6962), or fax it to 609-671-0160.

You will be contacted by email when your application is received and approved.