

Basic Instructional Skills G265

Location: **Passaic County OEM**
300 Oldham Road, Wayne, NJ

Dates: **April 21, 22, & 28, 29, 2015 (32 Hrs.)**

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

**Additional Information:**

- Class size is limited to 12 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.

The G 265 course is a elective course for the FEMA [APS Certificate](#).

NJ OEMS CREDIT 32 CEU'S

NJDFS CREDIT 0.0 CEU'S

NJLMS CREDIT 0.0 CEU'S

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 lppcasht@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.

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

- Medical Examiners/Coroners
- Funeral Directors
- Law Enforcement Personnel
- Fire Prevention-Code Enforcement/Fire Marshal/Officials
- Fire Department Personnel
- Emergency Medical Services Personnel
- Emergency Planners
- Emergency Management Personnel/Staff
- Public Officials
- Public Works Personnel and Staff
- Members of the Clergy
- The Salvation Army Personnel
- Voluntary Agency Coordinator or Unmet Needs Committee
- American Red Cross Personnel
- Forensic specialists
- National Guard Members
- Transportation Personnel
- Other significant disaster workers
Volunteer Groups (CERT, CART)
- Health Official/Care Administrator or Planner
- Community Planner and Staff
- Media (Public Information Officers)
- Business and Private Organization Representative
- Hazardous Materials Team personnel
- Any emergency response/Emerg. Mgt

