## **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 <u>APS Certificate</u>.

NJ OEMS CREDIT <u>32</u> CEU'S NJDFS CREDIT <u>0.0</u> CEU'S NJLMS CREDIT <u>0.0</u> 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: <u>NJOEM Training Application</u>. Fill out the application completely and email it to Theodore K. Cashel at <u>lppcasht@gw.njsp.org</u>, 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

- $\Box$  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
- Health Official/Care Administrator or Planner
- Media (Public Information Officers)
- Hazardous Materials Team personnel

- 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
- Community Planner and Staff
- Business and Private Organization Representative
- Any emergency response/Emerg. Mgt



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



Complete application using Adobe Acrobat software version 7.0 or newer. Only readable applications will be accepted.

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