

## ***Instructional Presentation Preparation***



**Location:** NJSP OEM ROIC Bldg 18 (room 107 & 108)  
1 River Road  
West Trenton, NJ 08628

**Dates:** September 12-15, 2016 **There is NO COST to this course**

**Time:** 8:30 a.m. - 4:00 p.m. (4 days) Class size 18 max.

### **Additional Information:**

None

**Prerequisite:** Recommended available free online at <http://training.fema.gov/IS>).

- IS-700.a, National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework
- IS-100.b, Introduction to the Incident Command System (ICS), ICS-100

### **Course Goal:**

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.

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.

### **Course Objectives**

At the end of the course, participants should be able to:

- Demonstrate the ability to establish a conducive learning environment during an effective 5,10, & 20-minute presentation.
- 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 and participate in their evaluations.

**Target Audience**

The target audience for this course is emergency management personnel who may serve in or manage an emergency operations center, to include office of emergency management staff and administration, support function staff, representatives from municipal agencies/departments that may assist in the recovery process. Class size limited to 18, registration is required: [NJ OEM Application form.](#)

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

- Local elected officials (Mayor, City/County Council, Committee Member)
- City/County Manager / Administrator and staff
- Finance Director CFO and staff
- Tax Assessor and staff
- Emergency Manager and Staff
- Public Works Director and Staff
- Construction Code Enforcement / Inspector's and Staff
- Fire Prevention-Code Enforcement/Fire Marshal/Officials
- Community Planner and Staff
- Health Official/Care Administrator or Planner
- Public Information Officer
- Housing Director or Planner and staff
- Voluntary Agency Coordinator or Unmet Needs Committee Coordinator
- Business and Private Organization Representative

**REGISTRATION**

Registration is required: [NJ OEM Application application](#). Fill out the application completely and mail or email it to FTU@gw.njsp.org Questions may be directed to [LPPCASHT@gw.njsp.org](mailto: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.

**Class Preparation**

- |   |
|---|
| 1. On day (1), you will asked to provide a 5 minute presentation on any topic of your choice. Can be from a previous presentation. Bring to class on 1 <sup>st</sup> day.   |
| 2. On day (1), you will assigned to provide a 10 minute presentation on a topic from a provided list. That you will be present on <u>day (2)</u> .  |
| 3. On day (2), you will assigned to provide a 20 minute presentation on a pre-designated topic selected on <u>day 1</u> which will entail development of or use of existing lesson plans, to include production of the lesson plan, hand-outs and presentation materials to each class participants etc. This will be presented on <u>day 4</u> . |
- A Photo copier will be available.
  - Your presentation will be videotaped, review and evaluated. A CD with your presentation will be provided at the end of the course to take with you.
  - A common lesson plan format will be provided to you on day (1)