Course: *E0141 Instructional Presentation and Evaluation Skills*

Course Dates:
March 22-24, 2016

Travel Dates:
Monday, March 21, 2016 and Friday, March 25, 2016.

Course Length:
This course is 3 full days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description:
Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, and then during short duo presentations, 3-minute individual presentations, and finally, 20-minute individual presentations using material related to their own programs or functions. Detailed feedback is provided following presentation.

Course Objectives:

1. Establish a conducive learning environment.
2. Demonstrate effective instructional presentation skills.
3. Demonstrate skills for facilitating classroom interactions.
4. Describe ways to manage the learning process.
5. Apply skills to measure training results.
6. Deliver three instructional presentations using guidelines from presentation assessment checklist.

Course Prerequisites:
There are no prerequisites for this course.

Target Audience:
Subject Matter Experts (SMEs) who have been given the responsibility to deliver instruction.

Continuing Education Units (CEUs):
The Emergency Management Institute (EMI) awards 1.8 CEUs for completion of this course.

Location:
National Emergency Training Center (NETC)
Emergency Management Institute (EMI)
16825 S. Seton Avenue – L Building, Room 100
Emmitsburg, Maryland 21727

To Apply:
Students must complete a General Admissions Application, FEMA Form 119-25-1. The application is available at:
http://on.fema.net/employee_tools/forms/Directives/119-25-1.pdf .

Applications need to be signed by the student and their supervisor or sponsoring agency official. Mail, fax or email the application to:

> NETC Admissions Office, Room I-216
> National Emergency Training Center
> 16825 South Seton Avenue
> Emmitsburg, MD 21727-8998
> Phone: (301) 447-1035   Fax: (301) 447-1658
> Email: netcadmissions@fema.dhs.gov

The FEMA Form 119-25-1 must be submitted to NETC Admissions no later than February 19, 2016.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

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Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will email an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Participants must use NETC shuttle service from the airport unless their Travel Authorization (TA) authorizes a rental car. Notify the NETC Transportation Office at least two (2) weeks prior to the course date to reserve a seat. Call (301) 447-1048/1113, or email to FEMA-netc-housing@fema.dhs.gov.

Travel Authorization (TA), Travel Information and Lodging:

For students who require this course under the FQS, the Workforce Development Division (WDD) will fund travel and provide the Travel Authorization and funding for the training activity.

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity**.**

Students who have been accepted into the class will receive a comprehensive email from the WDD two (2) to four (4) weeks prior to the course delivery date with travel and timesheet information.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

EMI Point of Contact:

For course information, contact the EMI course manager, Kristin Kendall at (301) 447-3984 or email kristin.kendall@fema.dhs.gov.

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