Instructor Development Workshop
April 19-21, 2016

Course Description:
This course primarily serves to give insight into adult education and enhance the instructional skills and styles of experienced instructors. The course focuses on best teaching and training practices, and it enhances understanding of instructional competencies set by the International Board for Standards for Training, Performance, and Instruction (ibstpi®). Emphasis is placed on the active, learner-centered style of delivery and student experience. The course includes problem-based training and concentrates on providing performance, technical and higher-level skills instruction. Organizations that want courses delivered with professional polish could benefit from this professional development opportunity to ensure proficiency in training methodology and strategy.

Course Provider:
This course was developed and will be taught by Instructors from the National Center for Biomedical Research and Training (NCBRT) at Louisiana State University, a member of the National Domestic Preparedness Consortium. (MGT-323)

Topics Include:
- Teaching Adults
- Instructor Effectiveness and Core Competencies
- Presentation Techniques and Skills
- Methods of Instruction, Questioning, and Assessment
- Accommodating Learner Differences
- Course Management- Responsibilities & Challenges
- Personal Professional Development Plan

Times:
April 19-21, 2016
Registration and Check-In: 7:30 AM - 8:00 AM
Course: 8:00 AM- 5:00 PM
The course will begin promptly at 8:00 AM each day

Dress Code:
Business Casual

FEMA Student Identification (SID):
Participants will be asked to provide their FEMA SID number on Day 1 of class. To obtain a FEMA ID, go to https://cdp.dhs.gov/femasid/register.

For more information: Contact DHSES, State Preparedness Training Center at (315) 768-5689
email sptc.info@dhses.ny.gov website http://www.dhses.ny.gov/sptc/
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Location:
State Preparedness Training Center
5900 Airport Road
Oriskany, NY 13424

Costs:
There is NO FEE for this course.
*Lunch will be provided each day.*
Travel and all other meals are the responsibility of the course participant.

Lodging WILL be provided on the nights of April 18, 19, and 20, 2016 for Public Sector personnel ONLY (Federal grant funds cannot be used for Private Industry personnel). After your enrollment is confirmed in the course, you will receive an email verifying your lodging needs.

Hotel Payment:
*NOTE* You are only eligible for lodging if your residence and official work station are more than 50 miles from the training center and you are Public Sector personnel. Lodging is NOT available for Federal employees or Private Industry participants. You must be enrolled in the course and have received lodging confirmation from the SPTC before arriving at the training center, or your lodging will not be covered and you will not be allowed in the class. If you have any questions, contact the SPTC at 315-768-5689 or by email at SPTC.INFO@dhses.ny.gov prior to arriving at the training center.

No Show Policy:
Failure to attend a class you have registered for can result in restriction on future course attendance and agency notification. If you have not received a confirmation or denial two weeks prior to the course date, please contact DHSES, SPTC at (315) 768-5689.

Audience:
Participants should be instructors in an emergency response discipline and be affiliated with an institution that delivers emergency response training. To enroll in this course, participants must be US citizens.
The NCBRT recommends that participants have prior instructional and training experience and knowledge of instructional methodology.
Participants should be prepared to deliver a 15-minute instructional presentation in a small-group setting, twice. The presentation should be a portion of a module the participant is assigned to teach, or if that is not available, the presentation should focus on a work- or job-related topic.
Pre-course details will be emailed to participants two weeks before the class date.

Registration:
Statewide Learning Management System Procedures
If you have already used SLMS, please login here to register for this course: https://nyslearn.ny.gov/
If you received an email indicating that a SLMS username and account have been created for you but you have not yet used that account or if you have an account with NYS Directory Services, please use the instructions in the email and at the following link to enroll in SLMS and register for this course:
If you have never used SLMS and DO NOT have an account please use the instructions in the following link to create an account and register for this course:
If you have any trouble registering through the Statewide Learning Management System, please contact the SPTC at (315) 768-5689 or by email at SPTC.INFO@dhses.ny.gov.

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