State Preparedness Training Center

Training Announcement

Instructor Development Workshop (MGT-323)
August 27-29, 2013

Description:
This course primarily serves to give instructors, most of whom already have years of instructional experience within their own organizations, insight into adult education principles as well as the opportunity to comment on and improve their instructional style. The goal of this course is to ensure instructional excellence by providing a forum for experienced instructors to share their experiences with participants and learn together, both during discussions of instructional techniques and in commenting on each other’s presentation skills during prepared teach-back presentations.

Course Provider:
This course is being taught by the National Center for Biomedical Research and Training (NCBRT) at Louisiana State University, a member of the National Domestic Preparedness Consortium.

Topics Include:
- The Adult Learner
- Instructor Effectiveness and Core Competencies
- Presentation Techniques and Skills
- Methods of Instruction
- Classroom Management
- Personal Professional Development Plan

Location:
State Preparedness Training Center
5900 Airport Road
Oriskany, NY 13424

Times:
August 27, 2013
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.

August 28, 2013
Check-in: 7:30 AM - 8:00 AM
Course: 8:00 AM – 5:00 PM
The course will begin promptly at 8:00 AM.

August 29, 2013
Check-in: 7:30 AM - 8:00 AM
Course: 8:00 AM – 5:00 PM
The course will begin promptly at 8:00 AM.

For more information: Contact DHSES, State Preparedness Training Center at (315) 768-5689 or by email at SPTC@dhses.ny.gov
www.dhses.ny.gov/sptc
www.albany.edu/ncsp
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**Audience:**
To enroll in this course, participants must be instructors in an emergency response discipline and be affiliated with an institution that delivers emergency response training. This course is only open to U.S. citizens. The course is limited to 25 students.

This course includes required pre-course activities. Participants should be prepared to deliver two short presentations in small-group settings. The first, 10-minute presentation should focus on a casual topic such as a hobby or a process. The second, 15-minute presentation should focus on a work- or job-related topic.

**Costs:**
There is NO FEE for this course.

Lunch will be provided.

Travel and all other meals are the responsibility of the course participant.

Lodging WILL be provided on the nights of August 26, 27, 28 and 29, 2013. After you enroll 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 a State or Local Agency First Responder. 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@dhses.ny.gov prior to arriving at the training center.

**Registration:**
If you have already used SLMS, please login here to register for this course: [https://nyslearn.ny.gov/](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: [http://www.dhses.ny.gov/training/slms/login.pdf](http://www.dhses.ny.gov/training/slms/login.pdf)

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: [http://www.dhses.ny.gov/training/slms/SLMS_ExternalUserRegistration.pdf](http://www.dhses.ny.gov/training/slms/SLMS_ExternalUserRegistration.pdf)

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@dhses.ny.gov.

**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 data, please contact DHSES, SPTC at (315) 768-5689.

**NOTE:** Seats are limited so early registration is encouraged!

For more information: Contact DHSES, State Preparedness Training Center at (315) 768-5689 or by email at SPTC@dhses.ny.gov

[www.dhses.ny.gov/sptc](http://www.dhses.ny.gov/sptc)  [www.albany.edu/ncsp](http://www.albany.edu/ncsp)