

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



## Memorandum

DATE: March 22<sup>nd</sup>, 2016

SUBJECT: M-410, Facilitative Instructor

TO: Course Participant

Congratulations! You have been selected to attend the ***M-410 Facilitative Instructor***, training session at the ***Wildland Fire Training Center*** on ***April 18<sup>th</sup> – April 22<sup>nd</sup>, 2016***. Class will begin at ***0800 hours on Monday, April 18<sup>th</sup>*** and conclude at approximately ***1300 hours on Friday, April 22<sup>nd</sup>***. To receive a certificate of completion for this course, you must attend from the beginning to the scheduled completion of the course; please make your travel plans accordingly. There will be no exceptions.

### Course Description

This training course is designed to help students become effective facilitative instructors. The purpose of this course is to improve training delivery and quality by presenting instructional methods with an emphasis on student-oriented adult training techniques. This course is designed for students to meet NWCG instructor requirements.

### Objective:

Demonstrate effective facilitative instructor skills while giving three classroom presentations.

### Course Prerequisites:

Satisfactory completion of pre-course work.

### Pre-Course Work:

There is required pre-work for this course, which can be found at:

<http://training.nwcg.gov/pre-courses/m410/m410.html>

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**Important Information:** You will be required to give several presentations throughout the course, including three individual and one group presentation. One will be spontaneous and the others will require some preparation. This will involve some individual work outside of class time. For your presentations, you will have access to flipcharts, projectors and standard training center materials and facilities. Think in advance of a few topics you may wish to present and feel free to bring props or presentation aids that you may need. **It is helpful to have a computer for research and creating needed documents.** Extra computers will not be available at the training center. ***Students will be required to wear a dress shirt and tie, full uniform, or appropriate professional attire for their final presentation.***

**Travel:** For travel and lodging information navigate to the WFTC website:  
<http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=STELPRDB5363444>  
WFTC Dormitories are **unavailable** during the time of January 25 – April 15, 2016.

**Dress:** Students are to wear casual office attire. This means suitable for public contact (no shorts, tank tops, flip flops, etc.) **Reminder – this is a NO HAT facility.**

## **Billing Information:**

**Tuition:** Your tuition cost: **\$400.00**

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. A copy of the NWCG nomination form can be found and downloaded from the National Fire Training website at: <http://www.nationalfiretraining.net/>

**Forest Service (Other Regions):** The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

**Other Federal Agencies:** The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

**Other Non-Federal Agencies:** It is recommended that students pay with a check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

**Cancellations:** Cancellations must be made one week prior to the course start date. If a cancellation occurs after the one-week cut off, and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course.

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Any questions regarding this may be directed to you unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at [wftc@fs.fed.us](mailto:wftc@fs.fed.us) .

If you have any other questions, please contact the Course Coordinator, Danny Breuklander at the Wildland Fire Training Center:

- E-Mail: [dbreuklander@fs.fed.us](mailto:dbreuklander@fs.fed.us)
- 916-640-1084

*/s/ Danny Breuklander*

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California Wildland Fire Coordinating Group  
<http://gacc.nifc.gov/oscc/cwcg/index.html>