

WEST IDAHO TRAINING ZONE
SOUTHWEST IDAHO FIRE TRAINING (SWIFT) COOPERATIVE
TRAINING SELECTION

Date: October 30, 2014 **UPDATED**

Subject: M-410 Facilitative Instructor Selection Memo

To: Local / Agency Training Representatives

The following individuals have been selected to attend M-410 Facilitative Instructor, scheduled for November 3-7 hosted by the Boise National Forest with the training located at Boise Interagency Dispatch Center, 3948 S. Development Avenue in Boise, Idaho. Training will begin at 0900 hours on Monday, November 3, and conclude by noon on Friday, November 7, 2014.

BLM/Boise District

Jordan Toney

BLM/Western Slope Center, Craig

Logan Ballesteros

FS/Boise NF

Magen Dufurrena

Patrick Falvey

Paul Gentry

Matt Hampton **selected 10/30/14**

Jeff Jolley

Richard 'RJ' Klotz

Taryn Robinson

Sean Weston

Slay Windham

Heidi Youmans

FS/Payette NF

Shalen Bennion

Justin Cavasso

Mekel Hofman

Jesse Silva

Tyler Turnbull

Martin Campbell

FS/Manti-Lasal NF

Brian Phillips

FS/Nez Perce-Clearwater NF

Amanda Holt

FS/Dixie NF

Trever Hunt

Gavin Pace

All cancellations by selected nominees must be routed through the nominee's local training representative. Questions regarding this course should be directed to the course coordinator, Julia Figgins at (208) 373-4180.

If you need lodging, there are a number of motels in the Boise area. A simple internet search will give multiple listings.

The training will begin at 9:00 AM on November 3 and end by 12:00 noon on November 7. It is important that students show up promptly at times listed on the attached syllabus. This class often extends past 5:00 PM, and students returning late only add to the difficulty of staying on schedule. There will be a one hour break for lunch each day, but Wednesday may be a “working” lunch with your group members – you may want to bring a lunch with you that day.

There is pre-course work reading for this class that you need to complete before the course begins. Please read the enclosed documents.

THE FOLLOWING ITEMS ARE INCLUDED IN THIS SELECTION MEMO:

- The **Course Selection Letter** with all students’ names listed.
- Pre-course Reading: **[Mager’s Tips on Instructional Objectives, \(http://gacc.nifc.gov/egbc/dispatch/id-bdc/training/m410_prework_mager.pdf\)](http://gacc.nifc.gov/egbc/dispatch/id-bdc/training/m410_prework_mager.pdf)**
- M-410 Presentation Information, Trainee Questionnaire (page 5)

WHAT YOU SHOULD BRING WITH YOU TO THE COURSE:

- Note pad, pencil/pen for taking notes. There will be many exercises.
- Props for your presentations (optional, but nice to have)
- Laptop computer if you wish to use one for your presentations. There will be one or two to share, if this is what you want to use. If you want to use a class laptop, please bring a memory disk (flash drive) to save your data. (Computer use is completely optional.)
- Your pre-course work reading materials and trainee questionnaire.

M-410 PRESENTATION INFORMATION

During the week, you will make four presentations. Each presentation will require preparation. **Work time may be required in the evenings to prepare for your presentations.** We have provided as much project work time during the class day as possible, but it may not be enough to fully prepare for your presentations. If necessary, the instructor cadre will also be available to stay after class with you to help you with your presentations.

For all your presentations, you will have access to overhead view graphs, flip charts, and other training aids. If your presentation requires special equipment that you cannot bring with you, please notify me as soon as possible so that I can try to obtain it. If you think you want to try a PowerPoint presentation, try to bring your own laptop computer to work on or at least your own memory stick (flash drive, thumb drive, etc.).

Note the **time limits**: You are expected to reach the minimum time limit and, due to class size, the maximum time limit will be strictly enforced on all students.

The following is the list of presentations you will be required to give:

- 1st day: **1-3 minute** self-introduction. Tell us something interesting about yourself, the area you come from, or anything else that focuses on you.
- 2nd day: **3-5 minute** presentation – the topic is completely up to you. It's usually easiest if you select something you enjoy doing or something you want to learn more about. In the past, we have had fly-fishing, quilting, tree climbing, ballroom dancing, throwing a basketball, etc. It can also be work related, but the topic is entirely up to you as long as it's in good taste.
- 3rd day: Group presentation – you will work with a group of 7-8 people to put on a somewhat fire-related presentation which will be assigned to you at the course.
- 4th day: **12-15 minute** presentation that you will give to the entire class – your choice of topic. **For this final presentation the student should use skills acquired throughout the week to have an interactive presentation involving the students in the class. Instructional objectives and a presentation outline, covered on Tuesday will be printed out and turned in for all final presentations.**

Note: Due to time constraints, you will only be provided with a brief overview of PowerPoint, and we will not be able to explain its use in depth. We will also *briefly* cover sand table exercises. This class is focused on the skills of presenting, not the tools.

Be thinking in advance of topics to present. **Feel free to bring props or presentation aids with you.** Each of your presentations will be videotaped and critiqued by the instructors and your fellow students. The critiques are constructive and positive in nature. The videotape is for your own use in improving your instructional and presentation skills and will be yours to take with you at the conclusion of the course.

The class will start promptly at **9:00 am on Monday, November 3**, and end by 12:00 noon on Friday, November 7, so don't plan on leaving any earlier than that. **Please ensure that you are in the classroom by 9:00 Monday morning, or your seat may be given to someone if there is a waiting list. This course requires your full attention during the week.**

We are looking forward to meeting and working with you. If you have any questions, please contact me.

Joel Welch
Mountain Home RD
(208) 587-7961
jwelch@fs.fed.us

The pre course work reading assignments are "[Mager's Tips on Instructional Objectives](#)" please be sure to have read this document before the start of the course. *(Again, to view this hyperlink in your web browser, highlight the link, then right click and select "open hyperlink" from the drop-down menu.)*

Please remember to bring the attached questionnaire (completed) with you to the course.

TRAINEE QUESTIONNAIRE

1. What is it about giving a presentation that frightens/worries you the most?

2. What visual aids do you use the most when you make presentations?

3. What audio/visual equipment are you familiar with?

4. What equipment do you have difficulty with or would like to learn more about?

5. What specific skills would you most like to learn from this course?

6. What types of presentations and training have you been giving or will you be giving in the future?

7. Other comments.

NAME : _____ (Please print)

SIGNATURE: _____