



**NATIONAL INTERAGENCY FIRE CENTER
GREAT BASIN TRAINING UNIT
3833 S. Development Avenue
Boise, Idaho 83705-5354**

October 23, 2015

TO: Course Participants
FROM: Mark Skudlarek, Course Coordinator
SUBJECT: M-410 Facilitative Instructor

Congratulations! You have been selected to attend M-410 Facilitative Instructor.

WHERE

The classroom portion of this course will be held in the Payette/Clearwater Rooms of the **Great Basin Training Center**, NIFC.

WHEN

This course starts promptly on **0800 Monday, November 30th, 2015** and will conclude at approximately **1700 Thursday, December 3rd, 2015**. Participants must attend the entire course to receive credit. Please make your travel arrangements accordingly.

COURSE WORK

M-410 Course Work will be conducted in two parts:

I. Distance Learning – Various digital media platforms are available and used daily to conduct meetings, share and discuss course materials, and provide training. This portion of the course will explore those applications and introduce students to the capabilities and advantages of Distance Learning. To get started, students must:

- 1) **Read the Distance Learning Guide and complete the Student Worksheet.** This serves as the pre course work and it introduces the topics that will be discussed during the webinar. Both documents are attached in your selection email and can be found at the following:
http://www.nationalfiretraining.net/schedule/detail/gb_M410_11-30-2015_5123
- 2) **Send the completed Student Worksheet to the Course Coordinator prior to Friday, November 6th, 2015.**
- 3) **Sign up to attend the webinar.** Simply click on this link to sign up: [Webinar Sign-up](#). Expect to attend the webinar for no more than 90 minutes. Sign on at any location and all you will need for this is a computer with internet connection and a phone line. I will provide detailed information as the date gets closer. The dates and times are:
 - **Tuesday, November 10th at 1400 MST**
 - **Thursday, November 12th at 1400 MST**

* Students must attend the webinar to receive credit for the course.

II. Classroom - Students will be required to give a total of four presentations throughout the week. There will be three individual presentations and one group presentation.

One presentation will be spontaneous; the others will require preparation outside regularly scheduled class hours. This is a 400-level course and the course workload and student expectations are set accordingly. You will have access to flipcharts, PowerPoint and other training aids. Come to class with an idea of “**non-fire**” topics you may wish to present. You are encouraged to bring props or presentation aids to enhance your presentation.

CANCELLATION

If you are unable to attend the class, you will need to contact me **no later than October 30th, 2015**. A cancellation after this date will result in your home unit being charged for tuition cost. Tuition charges are based on registration, not attendance.

TUITION

The tuition for this course is \$400.00. Students/Training Officers may submit their payments on the attached payment form and fax it to the GBTC at **(208) 387-5556**. Please submit your credit card statement as soon as possible and remember:

- **BLM students are not charged tuition for this course**
- **Credit cards are not billed until the week of the course**
- **Students will receive tuition receipts at the end of class**

If you have any questions or require further assistance please contact me at (208) 387-5590. This class is in high demand, if you have any reservations about attending the class please notify me or the Great Basin Training Unit as soon as possible.

Mark Skudlarek, Course Coordinator

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