



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska Fire Service  
P.O. Box 35005  
Ft. Wainwright, Alaska 99703-0005

March 15, 2016

Course: M-410 Facilitative Instructor  
When: Monday, April 11<sup>th</sup> at 0900 – Friday, April 15<sup>th</sup>, 2016 at 1800  
Where: Alaska Fire Service Training Rooms 1, 2, & 3; 1541 Gaffney Road, Ft. Wainwright, AK

Hello,

You have been selected to attend M-410 Facilitative Instructor. This course is designed to prepare you for instructing training courses, as well as develop your communication skills. The course will begin promptly at 0900 Monday April 11<sup>th</sup>, and end by 1800 Friday April 15<sup>th</sup>. Plan your travel accordingly.

As time allows, we plan to offer an hour for physical training each day of the course. Additionally, a one hour lunch break will be provided each day of the course except for Wednesday, which will include a “working lunch” with your group members. You might want to bring a lunch with you on that day. The AFS Dining Hall will be open, serving lunch and dinner the week of the course.

Pre-work is required for the course. It includes completing two reading assignments and a short self-assessment quiz, along with answering two essay questions. You should receive a book *Presentations* in the mail soon, along with a copy of this letter. Expect to spend at least 4 hours completing the course pre-work. **Bring the completed pre-work to class**, and be prepared to discuss the reading assignments. The pre-work is further outlined in the *M-410 Course Syllabus* included in the acceptance email.

Students are required to give three individual and one group presentation throughout the course (**non-wildland fire related**). Preparation time for presentations may necessitate 4 – 8 hours in the evenings, outside of provided class time. Training aids such as thumb drives, paper pads & easels, overheads, and computer projectors will be made available to you, and we will have a few student laptop workstations for use. See emailed attachments *M-410 Presentation Information* or *M-410 Course Syllabus* for details.

Additional items to bring to class might include:

- Using the principles of the *Writing Instructional Objectives* reading, a draft of you instructional objective(s) for your 3-5 minute “how-to” presentation; due by lunch the first day of class.
- Laptop computer (a limited number of laptops will be available to use in the classroom).
- Presentation props and formal instructional clothing (attire commensurate to presentation topics).

If you are traveling from out of town or are not an AFS employee, the emailed *Logistics Letter* will be of use to you. It contains information on the AFS Barracks, Dining Hall and entry onto Ft. Wainwright. You must possess a current government issued “scannable” photo ID to access post and AFS buildings.

**If you are unable to attend this course, please contact the course coordinator immediately.** We have a waitlist for this course and would like to fill any vacancies promptly. As a courtesy to others, please do not wait until the last minute to do so. Call or email the course coordinator or lead instructor with any questions. We look forward to seeing you in class next month.

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