

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

Date: April 20, 2022

Subject: M-410 Facilitative Instructor Selection Memo

To: Students / Agency Training Representatives

The following individuals have been selected to attend M-410 Facilitative Instructor, scheduled for May 16-20 hosted by the Boise National Forest with the training located at the Valley County Emergency Operations Center in Cascade, Idaho. Training will begin at 0900 hours on Monday, May 16 and conclude by noon on Friday, May 20, 2022.

Boise NF/Cascade RD

Thomson Danz
Matt English
Julian Lucarelli
Miguel Ramirez De Arella
Tyrus Santiago
Joshua Sonderegger
Trenton Stone
Aubree Wasmer

Boise NF/Lowman RD

John 'JT' Wagner

Boise NF/Emmett RD

Christian Craft
~~Jeff Henderson~~ cx due to S-236 conflict

Payette NF

Steven Chambers
Skyler McCarthy
Stephen Packard
Richard Phillips
Carter Scheele

Southern ID Timber Prot. Assoc.

*Brian Tierney

*=Not in IQCS

COVID-19 protocols to maintain a healthy training experience:

- As a student, we ask that you monitor your own health and maintain awareness of symptoms. If you experience a fever, cough or shortness of breath please cancel.
- Cadre will clean and disinfect shared areas and high touch surfaces at regular intervals.
- Based on Valley County's [CDC COVID Community Level](#) of Low, masks are not required, however, participants may choose to mask at any time.

If you do cancel, please contact the course coordinator, Julia Figgins julia.figgins@usda.gov or at (208) 373-4180 so that other nominees will have the opportunity to fill a vacant seat, thank you.

If you need lodging, there are a few locations in the Cascade area. A simple internet search will give those listings.

The class will start promptly at **9:00 am on Monday, May 16**, and end by 12:00 noon on Friday, May 20, 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 on a waiting list. This course requires your full attention during the week.**

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, \(http://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/m410_prework_mager.pdf\)](http://gacc.nifc.gov/gbcc/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

This class is designed to prepare you for instructing training courses, as well as develop your communication skills. As such, during the week you will be required to make four presentations. You will be evaluated on both class participation and 3 of the presentations, each of which 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 or an online 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** listed below: 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. This is not one of presentations you will be evaluated on.
- 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. 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 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.**

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.

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

Rory Anderton
Cascade Ranger District
(208) 382-7449 work or (208) 867-5734 cell
rory.anderton@usda.gov

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. We will be collecting it on Monday at the start of class.**

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: _____