

***a Southwest Montana Wildland Fire Training  
Center for Continuing Education  
The University of Montana  
Missoula, MT 59812-1728***

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Date: October 27, 2009

Subject: **M-410 Facilitative Instructor Student Selection Revision 5**

To: Fire Training Representatives and Students

The following individuals have been selected to attend the **M-410 Facilitative Instructor** course. The course will be held in the Bob Marshall Room at the Northern Rockies Training Center at the Aerial Fire Depot, 5765 West Broadway, Missoula, MT. The course will begin at 8:00 A.M. on Monday Nov. 2, 2009, and it will conclude by 5:00 on Friday Nov. 6, 2009.

**Aerial Fire Depot**

Jeff Ebner  
Derek Harbour  
Joe Sanella  
Ryan Theler  
Wanda Wildenberg  
~~Jan Quist cax 10/27~~  
~~Tim Wallace cax 10/19~~

**Bitterroot NF**

Joseph Ty Crowe  
Nate Meyer  
~~Shane Fisk cax 10/27~~

**Corvallis Rural Fire**

Ron White  
**Lolo NF**  
Stryker Clark  
Mitch Dana  
Robert (Bobby) Henderson  
John Perrin 10/19  
Nicholas Pieper  
Richard Reneau  
Ashley Taylor  
Holly Weber  
Tighe Williamson  
Josh Woodard  
~~Kelly Bennett cax 10/19~~

**DNRC SWLO**

~~Ashleigh Burwick cax 10/14~~  
~~Matt Hall cax 10/14~~

**Beaverhead-Deerlodge NF**

Matthew L. Nelson  
Jeremy Rux  
Matthew Schutty  
Clint Van Blaricom 10/27  
~~Greg Schenk cax 10/27~~

**Clearwater NF**

Jon Norman  
Aaron Skinner

**Waiting List in the following order:** ~~John Perrin-LNF; Clint Van Blaricom-BDF; Ron White-Corvallis-RFD; Gregory Schenk-BDF.~~

**This is a 400-level course, so we have high expectations of the students who participate in it. There is homework assigned each night, so students should not be distracted with other work duties that week.** Students will be sent a packet that includes a copy of this selection letter, a map to the Northern Rockies Training Center if they have not been here before, lodging suggestions for those from out of the area, and other pertinent information **including prework.**

**Because there is a waiting list for this class, please contact us as soon as possible if you cannot make it to the course so we can fill in behind you.** If you need to cancel out of the course, I need to be notified by October 20th or the home unit will be charged the full cost of tuition (\$225). However, if you are ill please call me and don't show up to infect the rest of the course. Please use good judgment.

Questions regarding this course should be directed to me at SW Montana Wildland Fire Training, Continuing Education, 32 Campus Dr, Missoula, Montana, 59812. (406) 243-4638 [kortman@fs.fed.us](mailto:kortman@fs.fed.us).

*Isl Kitty Ortman*  
Course Coordinator



**Course:** M-410 Facilitative Instructor  
**When:** 8:00 Mon. Nov. 2 – 5:00 Fri. Nov 6, 2009  
**Where:** Bob Marshall Room  
Northern Rockies Training Center  
5765 W. Broadway, Missoula, Montana

**To Course Participant:**

**October 16, 2009**

Congratulations! You have been selected to attend the **M-410 Facilitative Instructor** course. The course will begin at 8:00 and end by 5:00 everyday. There will be a one hour break for lunch each day of the course, but **on Wednesday, there will be a “working” lunch with your group members.** You might want to bring a lunch with you that day or plan on ordering something for delivery to the classroom.

**THE FOLLOWING ITEMS ARE INCLUDED IN YOUR COURSE PACKET:**

- ❑ The **Course Selection Letter** with all students' names listed. This is to help ensure car-pooling if possible. (This should be on the back of this page.)
- ❑ **Northern Rockies Training Center Map** if you have not been here before. The course will be held in the Bob Marshall Room. The building and nearby parking are highlighted on the map. This map also includes a list of local hotels. Here is a link to the map and other logistical information: <http://www.nationalfiretraining.net/nr/logistics.html> . Dorm rooms may be available and they usually cost less than \$10 a night. Use the link to make a reservation.
- ❑ The **M-410 Presentation Information and Students' Agenda**.
- ❑ **Pework Instructions**-follow the instructions so you will be prepared for the class.
- ❑ **Pework reading from units 4, 6, 7 & 9** to help you draft your presentations
- ❑ **Example Presentation Outline Format worksheets** are attached to Unit 9. You may use them to help you prepare for the two solo presentations you will make in the course.
- ❑ **Lesson Plan Template** to help you prepare for your presentation.

**PARKING:** If you drive, you may park in the Smokejumper parking areas to the east of the Coordination Center building or west of the Training Center.

**WHAT YOU SHOULD BRING WITH YOU TO THE COURSE:**

- ❑ **Note pad, pencil or 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 it 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-work reading units** because they will be referred to in class.
- ❑ **A draft of your training objective for your first presentation.** We will work with you the first morning on this, but you will need to turn it in after lunch on Monday.
- ❑ If you like to drink beverages during class, please **bring a cup with a lid (to prevent spilling on the course materials).**

**CANCELLATIONS:** If you need to cancel, please get in touch with us as soon as possible. If you do not get in touch with me by October 20, your home unit (or you) will be responsible for the cost of the tuition (\$225).

**MESSAGES:** If someone needs to be able to get in touch with you during the class, a message may be left at 329-4920 and we will get the message to you. If you need to get in touch with me before the course, I can be reached at 243-4638 or [kortman@fs.fed.us](mailto:kortman@fs.fed.us)

**SPECIAL NEEDS:** If you have a preference for where you sit in the class, need to be accommodated in some way to better understand the course, etc. please get in touch with me before the course begins so I can work with you on this.

We look forward to seeing you at the class!



## M-410 PRESENTATION INFORMATION

During the week, you will make four presentations. Most presentations will require some preparation. **There will be work time needed in the evenings to prepare for your presentations.** We have provided as much project work time during the workday as possible, but it is not enough to fully prepare for your presentations. If necessary, the instructor cadre will also be available to work with you at the end of the class day.

### **This is the list of presentations you will be required to give:**

- ⇒ 1<sup>st</sup> day: **1-3 minute** introduction of another student. We want to know about you, so you will interview a student and they will interview you. You will both present that information to the class. Prepare questions to ask your partner to present to the rest of the class.
- ⇒ 2<sup>nd</sup> day: **3-5 minute "How-To..." presentation.** You will need to instruct a group of 10-15 people on something—the topic is completely up to you. It's usually easiest if it's 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, etc. It can also be work related; the topic is entirely up to you as long as it's in good taste. You only have 5 minutes, so make it short but complete. You only need to have one objective. Use the enclosed worksheet to help you prepare for this presentation. We will give you tips when you get here, but this should give you a start on what you need to do to be prepared.
- ⇒ 3<sup>rd</sup> day: **20 minute Group presentation**—you will work with a group of 7-8 people to teach something which will be decided by your group at the course. There is nothing you can prepare for at home for this because we assign the props to you at the course, and you work as a group to make this presentation to the rest of the class.
- ⇒ 4<sup>th</sup> or 5<sup>th</sup> day: **12-15 minute** presentation that you will give to the entire group using your choice of topic. You may choose to lengthen your earlier "How-To" presentation or you may choose to do something completely different. Again, you may use one of the enclosed worksheets to help you prepare for the presentation.

For your presentations, you will have access to flip charts, sand tables, and other training aids. If you think you want to use PowerPoint, there may be only one or two classroom laptops to share, so try to bring your own laptop computer to work on or at least your own thumb drive.

**\*Note\*:** Due to time constraints, you will only be provided with a *brief* overview of PowerPoint, and we will not be able to explain the use of it in depth. We will also *briefly* cover Sand Table Exercises and Google Earth.

**Feel free to bring props or presentation aids with you.** Each of your presentations will be filmed and critiqued by the instructors and your fellow students. The critiques are constructive and positive in nature. The video 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. We can give it to you on a DVD or transfer it to your thumb drive if you bring one.

**Please ensure that you are in the classroom by 8:00 Monday morning, or your seat may be given to someone on the waiting list.** It will end by 5:00 on Friday, so don't plan on leaving any earlier than that.

**This course requires your full attention during the week.**



# M-410 FACILITATIVE INSTRUCTOR COURSE STUDENTS' AGENDA

Nov 2-6, 2009

SW Montana Wildland Fire Training  
Missoula, Montana

Proposed agenda—this may change by the time you arrive at the course, but this is what we will probably work on each day.

## MONDAY The main theme for the day: "Tools for Success"

- Introduction to the Course
- Oral Communications—**Partner Introduction (presentation #1)**
- Trust Climate--Group Expectations Exercise
- Writing Instructional Objectives
- Lesson Plan Development
- Instructional Methods
- Instructional Media Equipment Overview using sand tables, PowerPoint, flipcharts, viewgraphs, Google Earth, etc
- **HOMEWORK-Preparation for your How-To Presentation**

## TUESDAY "Teaching Methods"

- Presentation Skills
- Evaluation Application
- Principles and Conditions of Learning
- **Individual "How To" Presentations (#2)**
- **HOMEWORK: Prepare for final presentation & read material for the next day**

## WEDNESDAY "Communication Skills"

- Communications
- Non-verbal Communication
- Intercultural Communications
- Group Dynamics
- **Group Presentations (#3)** (includes group prep time and a working lunch)
- Final presentation prep time (1 hour)
- **HOMEWORK Prepare for final presentation & read material for the next day.**

## THURSDAY "Presentations & Instructor Support"

- Final presentation prep time (not a lot of time for this; only 1-2 hours)
- **Half the class will give their Final Presentations (#4)**
- Course Coordination and Instructor Support
- **HOMEWORK Prep for tomorrow if you didn't present today**

## FRIDAY "More Presentations & Tying it all Together"

- **The other half of the class will give their Final Presentations (#4)**
- Ethics and Legalities
- Trust Climate Reviewed--Group Expectations Exercise
- Course Closeout, review, handout certificates & wrap up
- Done by 5:00