Date: October 23, 2013

Subject: M-410 Selection Letter.v8

To: Training Representatives and Participants

The following individuals have been selected to attend M-410 Facilitative Instructor. The course will be held in the Pintler 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 Oct. 28, 2013, and it will conclude by 5:00 on Friday Nov. 1, 2013.

**Beaverhead-Deerlodge**
- Chris Hericks
- Patrick Odell
- Gregory Schenk
- Sarah Wyman

**Lewis & Clark NF**
- Rock Byrd
- Benjamin Suratt
- Nicholas Wydra

**Region 1**
- Deb Wesselius
- Joshua Starbuck

**Blackfeet Agency**
- John Gallagher Horn

**Lolo NF**
- Greg Anderson
- Dale Black
- Jacob Fallis

**Missoula Smokejumpers**
- Tyson Atkinson
- Angela Banfill

**Bitterroot NF**
- Jeremiah Percy

**CS&KT Tribes**
- Cody Forgea
- Tara Gillespie
- Lindsay Gilman
- Matt Heisler
- Dan Kaufenberg
- Josh Stroot
- Scott Stroot
- Michael Taylor

**DNRC-Anaconda Unit**
- Adam Fletcher
- Chuck Sherwood

Questions regarding this course should be directed to the course coordinator (406) 529-7751.

/s/ Chris “CJ” Johnson
Course Coordinator
Course: M-410 Facilitative Instructor
When: 8:00 Mon. Oct 28 – 5:00 Fri. Nov 1, 2013
Where: Pintler Room
Northern Rockies Training Center
5765 W. Broadway, Missoula, Montana

To Course Participant:

October 23, 2013

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 every day. 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 carpooling if possible.
- 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. 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.

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.)
- 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: We have a waiting list; 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 23, your home unit (or you) will be responsible for the cost of the tuition ($300).

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 529-7751 or chrisjohnson@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!
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:**

- **1st 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.

- **2nd 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.

- **3rd day:** 15 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.

- **4th or 5th day:** 10 minute FINAL 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 chose to do something completely different.

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.

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
Oct 28-Nov 1
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”
  o Introduction to the Course
  o Oral Communications—Partner Introduction (presentation #1)
  o Writing Instructional Objectives
  o Lesson Plan Development
  o Instructional Methods
  o Instructional Media Equipment: sand tables, PowerPoint, flipcharts, Google Earth, etc
  o HOMEWORK—Preparation for your “How-To” Presentation

TUESDAY “Teaching Methods”
  o Communications
  o Evaluation Application
  o Principles and Conditions of Learning
  o Individual “How To” Presentations (#2)
  o HOMEWORK: Prepare for final presentation & read material for the next day

WEDNESDAY “Communication Skills”
  ° Presentation Skills
  ° 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”
  o Final presentation prep time (not a lot of time for this; only 1-2 hours)
  o Half the class will give their Final Presentations (#4)
  o Course Coordination and Instructor Support
  o HOMEWORK Prep for tomorrow if you didn’t present today

FRIDAY “More Presentations & Tying it all Together”
  o The other half of the class will give their Final Presentations (#4)
  o Ethics and Legalities
  o Course Closeout, review, handout certificates & wrap up
  o Done by 5:00