

# Unit XIII

## Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer



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# Best of Both Worlds



Subject Matter  
Expert AND  
Trainer



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# Unit XIII Objectives

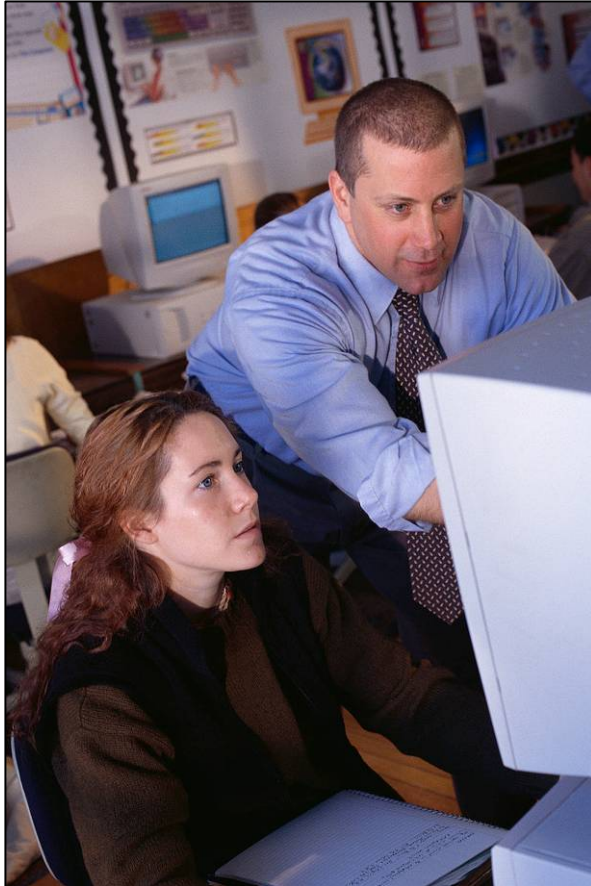


- Discuss basic adult learning principles
- Explain the key functions of instructional delivery
- Describe key steps of instructional preparation



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# Adult Learning Styles



- Auditory
- Visual
- Kinesthetic



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# Auditory Learners



- Listen to every word
- Remember what they hear
- Prefer face-to-face



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# Visual Learners



- Take a lot of notes
- Think in pictures and images
- Can see connections and patterns easily



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# Kinesthetic Learners

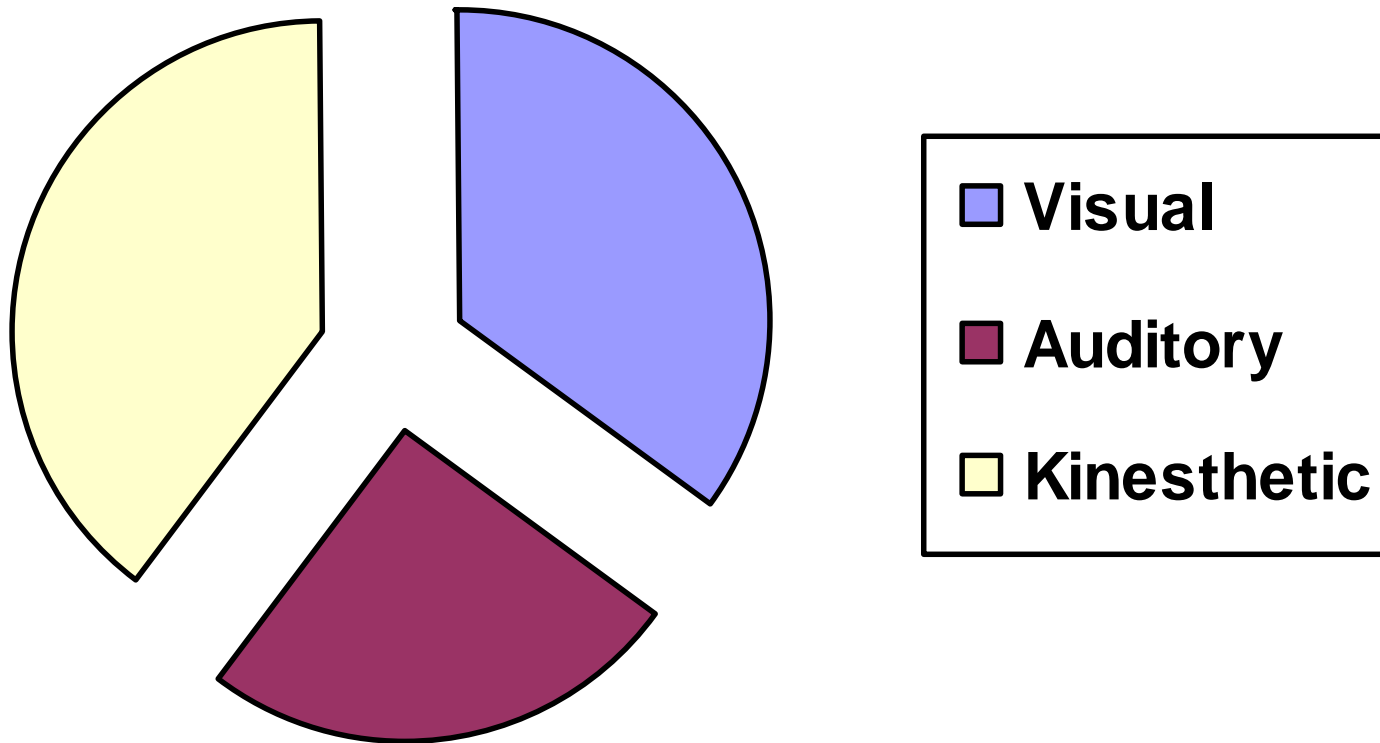


- Learn best by touching and doing
- Can work in busy, noisy surroundings without getting distracted
- Like games, role-plays, and exercises



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# Typical Learners in a Class



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# To Work with the Mix...

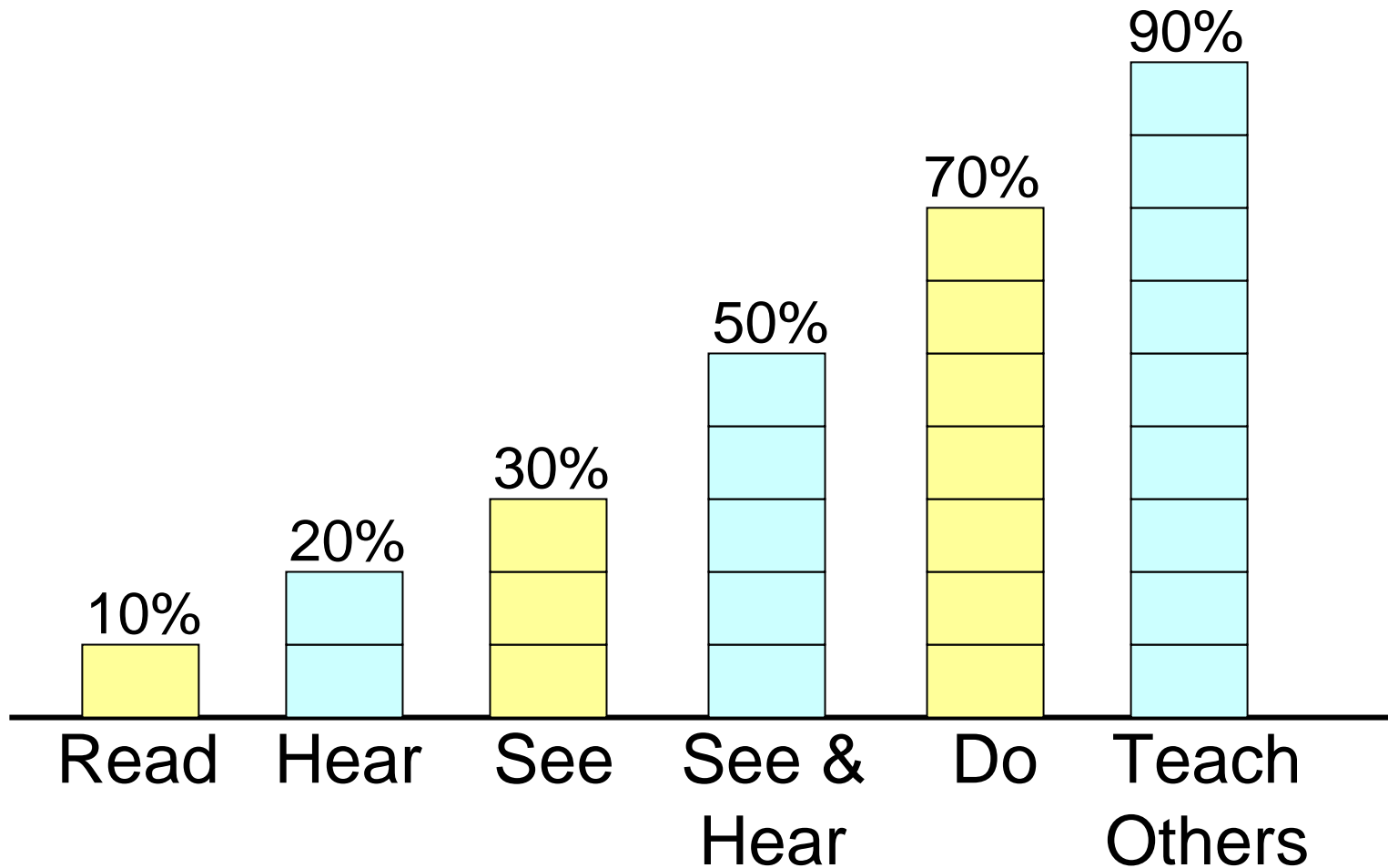


- Use all styles
- Switch styles
- Use easel charts
- Have highlighters
- Ensure light for notes



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# How Adults Remember



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# Physiological Characteristics



- Loss of vision
- Loss of hearing
- Fatigue
- Loss of motion
- Special needs



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# Audience Analysis



- Analyze your audience
- Adjust delivery to meet learners' needs



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# Now What?

Audience analysis information

+

Key assumptions about adult learning



Determine **BEST METHODOLOGY** to  
use



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# Training Methods

Lecture

Demonstration

Role-Play

Group Discussion / Brainstorming

Case Study / Small Group Activity

Simulation / Exercise

Games



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# Presenting Information

Watch body language
Maintain eye contact
Monitor tone, inflection, pace
Speak clearly
Pay attention to vocabulary
Maintain comfortable stance
Maintain appearance



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# Preparing for Training: Course Materials

- Obtain Course CD from Eric Letvin (Visuals, Instructor Guide, Student Manuals)
- Print Instructor Guide(s) and Student Manuals in color
- Make copies of Student References CD and FEMA 452 Risk Management Database CD
- Obtain copies of FEMA 426 and FEMA 452 from Mila Kennett



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# Preparing for Training: Preparation

## Instructor Preparation

- Study Instructor Guide
- Send pre-course information to participants
- Form participant teams

## Participant Preparation

- Download, print, and read case study from:  
<http://www.fema.gov/plan/prevent/rms/rmsp155.shtm>
- Bring laptop to download FEMA 452 Risk Assessment Database



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# Preparing for Training



- Coordinate with other instructors
- Prepare agenda
- Ensure adequate publications
- Collect course supplies



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# Preparing for Training: Training Site



- Have course materials and supplies present
- Check classroom set-up
- Check equipment and visuals
- Check temperature and lighting



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# Preparing Yourself



*What would you do to prepare yourself to teach Building Design for Homeland Security?*



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# Preparing Yourself



***Practice***

***Practice***

***Practice***



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# Expecting the Unexpected



- Proactive readiness
- Program flexibility
- Grace under pressure



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