
COURSE OVERVIEW AND INSTRUCTOR RESPONSIBILITIES

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**COMMUNITY EMERGENCY RESPONSE TEAM
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COURSE OVERVIEW

The purpose of this *Community Emergency Response Team (CERT) Train-the-Trainer (T-T-T)* course is to produce competent instructors for the *CERT Basic Training* course.

- A competent CERT instructor delivers the *CERT Basic Training* course accurately, conveying the messages and intent of the CERT Program (e.g., safety, teamwork, place in overall community emergency operations plan).
- A competent instructor assures that participants achieve the objectives of the *CERT Basic Training* course.
- A competent CERT instructor delivers training effectively and at an appropriate level, thus enabling participants to learn and correctly apply skill sets.
- A competent instructor creates a comfortable yet managed learning environment

OVERALL COURSE OBJECTIVES

At the conclusion of this training, participants will be able to:

1. Demonstrate knowledge of the *CERT Basic Training* course.
2. Demonstrate the ability to present an assigned portion of the course (teach-back).
3. Communicate the core values of the program.
4. Demonstrate classroom management techniques.
5. Demonstrate effective teaching techniques.
6. Model appropriate behavior as an instructor.

In addition to the overall course objectives listed above, each unit has specific objectives.

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TARGET AUDIENCE

The target audience for this course includes the following:

- People who will serve as the course manager for the *CERT Basic Training* course. This course manager would have the authority to designate instructors to teach selected units.
- People who will be *CERT Basic Training* course instructors in any capacity.

Note: Individuals who conduct only one or two of the units may do so without taking the *CERT T-T-T* course. However, the *CERT T-T-T* course would give them a necessary overview of the *CERT Basic Training* course as well as improve their instructional skills.

PREREQUISITES

The prerequisites for attending the *CERT T-T-T* course include:

- Must have a referral from a CERT sponsoring agency. The CERT sponsoring agency could be a local, regional, or State government agency.
- If the *CERT T-T-T* course is sponsored by a State CERT coordinating agency, must have approval from that agency as well.
- Must have taken the *CERT Basic Training* course.

COURSE TEACHING TECHNIQUES

About half of the lessons focus on training and skills and half of the lessons focus on review of the *CERT Basic Training* course.

Among the most critical skills necessary to teach the *CERT Basic Training* course is the ability to facilitate hands-on activities effectively. To that end, this course incorporates “teach-back” activities. For the purposes of this program, a teach-back activity is defined as one in which the participants are paired off and assigned a segment of instruction that they are then responsible for teaching to the remaining participants. These activities are designed to give the T-T-T participants the opportunity to use and practice their instructional techniques including team teaching. It is also an opportunity for participants to give and receive feedback.

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Each unit of the *CERT Basic Training* is reviewed in this course. The review process is conducted in the same way for every unit. The unit review process will involve lecture, demonstration, and participant discovery.

1. Participants are asked to tell the instructor what the unit purpose is as well as what the objectives are. They are encouraged to look through the unit to find this information. Instructor probes until the correct information is provided.
2. Instructor recaps the key points in the unit.
3. Instructor points out training videos that are relevant to the unit.
4. Instructor reviews the hands-on activities: the purpose of them, and what latitude an instructor has to adapt them. Instructor will review how to do the exercise correctly, using video when available and always using appropriate personal protective equipment (PPE) and emphasizing safety.
5. Instructor and participants discuss how this unit connects to the other units of the *CERT Basic Training* course.
6. The unit review concludes with a question and answer session.

Each unit of this course that reviews a unit of the *CERT Basic Training* course is an important opportunity for participants to become familiar with the Instructor Guide for the basic training. Each participant will have a copy of it. T-T-T instructors should refer participants to it during the review units as well as during their teach-backs. This will help assure that participants will use the Instructor Guide effectively when conducting the basic training.

COURSE MATERIALS

The *CERT T-T-T* course includes these materials:

1. Instructor Guide (includes administrative, logistical, and preparation information; lesson plan; instructor notes; mini PowerPoint slides; instructions for all activities; all participant handouts and job aids)
2. Participant Manual (key content, activity worksheets, all handouts and job aids)
3. 15-minute videotape (four short segments showing a skilled instructor correctly demonstrating and at the same time teaching 1) how to demonstrate a head-to-toe assessment, 2) how to demonstrate a chair carry, 3) how to demonstrate a blanket carry with log rolling, and 4) how to set up and coach the lifting and cribbing activity)

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COURSE AGENDA

This is a 3-day course. Day 1 and Day 2 run about 8 hours (not including the lunch break). Day 3 runs about 7 hours.

	Morning	Afternoon	Evening
Day 1	<ul style="list-style-type: none"> • Introduction and Administrative Announcements • Introduction <ul style="list-style-type: none"> ○ Pre-test ○ Welcome • Your Role as Instructor • Unit 1 Review 	<ul style="list-style-type: none"> • Unit 2 Review • Maximize Learning • Unit 3 Review • Teach-Back #1 (Assignment) 	Teach-Back #1 preparation
Day 2	<ul style="list-style-type: none"> • Unit 4 Review • Unit 6 Review • Teach-Back #1 Continued (Presentations) 	<ul style="list-style-type: none"> • Teach-Back #1 Continued (Presentations) • Unit 5 Review • Manage the Classroom • Teach-Back #2 (Assignment) 	Teach-Back #2 preparation
Day 3	<ul style="list-style-type: none"> • Unit 7 Review • Unit 8 Review • Unit 9 Review • Teach-Back #2 Continued (Presentations) 	<ul style="list-style-type: none"> • Teach-Back #2 Continued (Presentations) • Preparing for the <i>CERT Basic Training</i> course • Course Summary <ul style="list-style-type: none"> ○ Post-test ○ Presentation of Certificates 	

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INSTRUCTOR QUALIFICATIONS

Instructors will be recruited and selected to conduct this course based on the following qualifications:

- Completion of *CERT Basic Training* course
- Completion of *CERT T-T-T* course
- Extensive training experience
- State-level approval

Enthusiasm and desire are essential qualities in a *CERT Train-the-Trainer* instructor.

PREPARING TO TRAIN

The preparation and conduct of the instructor has a definite impact on the effectiveness of the training. This introductory section provides guidelines for preparing for this course. Use the following steps when you prepare for training:

- Thoroughly read both the Instructor Guide and the Participant Manual.
- Conduct a walk-through of all exercises and be prepared to answer any questions that the participants ask while completing the exercises themselves.
- Draft or copy any supplemental materials from which you feel the participants will benefit. Many supplemental materials may be available from local emergency management personnel or from such Federal agencies as the National Fire Academy, Emergency Management Institute, or National Severe Weather Center. If you use copyrighted materials, be sure to obtain copyright releases.
- Instructors are encouraged to add pertinent information to the course, but topics should not be deleted.

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PREPARING THE CLASSROOM

As an instructor, you are responsible for:

- The equipment that you need for the course. For each session, you will need:
 - A computer with PowerPoint software (PowerPoint 97 or more recent)
 - A computer projector and screen
 - Whiteboard or chart paper and easel, and markers
 - Masking tape
 - Pens and pencils

Session-specific equipment and materials are listed at the beginning of the Instructor Notes for each unit.

- The room arrangement

You will need additional spaces for the teach-backs so that each of the groups of 10 can make the presentations without interfering with another group.