# Unit 16: Preparing for the CERT Basic Training Course

CERT Basic Train-the-Trainer

# Unit Objectives

- At the conclusion of this unit, the participants will be able to:
  - Explain what needs to be done to put on a *CERT Basic Training* course
  - Name who is responsible for each task
  - List factors that affect a smooth course offering
  - Explain how to address each one

- **Who might be involved in putting on a *CERT Basic Training* course?**

- **Who might be involved in putting on a *CERT Basic Training* course?**
  - Course Manager
  - Lead Instructor
  - Other instructors
  - Volunteers

- Review the *CERT Basic Training* Course Preparation Checklist in your Participant Manual.

- **What "what if" questions should you ask yourself as you are preparing for the *CERT Basic Training* course?**

# Smooth Course Offering

- Factors that affect a smooth course offering include:
  - Time management
  - Equipment use
  - Familiarity with whole course
  - Team teaching

- **What are the things that can eat up time in the *CERT Basic Training* course?**

- **What does time management mean in the context of the *CERT Basic Training* course?**

  – There is a lot to cover so stick to times suggested in IG

  – Start on time and end on time

  – Watch adding extraneous info

  – Know how to wrap up a discussion

  – Know how to use class equipment

# What Do You Think?

- **What equipment is needed for the *CERT Basic Training* course?**

# Class Equipment

- **What equipment is needed for the *CERT Basic Training* course?**
  - Computer
  - PowerPoint and video projection system
  - PPE
  - All activity materials

# Tips for Time Management

- Establish ground rules at start of unit

- Ask for help from the group

- Practice and practice with equipment

- Set up activities ahead of time

- Get volunteers to help set up hands-on activities

- Practice giving directions for activities: simple, clear, complete, in logical order

PM 16-5

- **Why should you know what is covered in each of the units?**

- **Why should you know what is covered in each of the units?**
  - Tell people where to find answers
  - Refer to previous unit that supports material in current unit
  - Make connections that show CERT as cohesive model
  - Look more competent
  - Help "specialty" instructors who may be less familiar with course

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- Tips for team teaching *CERT Basic Training* include:

  1. Have at least two instructors present for each unit

  2. Plan how to divide instructor roles before class

- **How might you divide up the instructional roles?**

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- **How might you divide up the instructional roles?**
  - Take turns instructing different parts of the unit
  - One can open, close, and help with activities while other teaches skill
  - One can teach while other monitors
  - However lectures are divided, both trainers need to coach and evaluate hands-on practice

PM 16-5

3. Rehearse whenever possible

4. Meet afterwards to evaluate and suggest improvements for future

5. Other tips:

- Know how to support specialized instructors

- Agree to make difference of opinions "respectful debate"

- Reviewed activities needed to put on *CERT Basic Training* course

- Discussed who should be responsible for seeing that activities are completed

- Discussed how to have a seamless *CERT Basic Training* course class