

Fire & Emergency Services Instructor I Skill D – Training Schedule

Directions: Using the information provided on Page 2, choose three training scenarios. Then schedule these three scenarios so that the training sessions are conducted chronologically given a timeline based on priority. Per the fire department policy, training must be scheduled so that all personnel have an opportunity to participate and information is communicated to all in a timely manner using posting locations and / or emails.

Instructional Session Topic:				Session #	-001
Session Date:		Start Time:		End Time:	
Activities Planned:					
Location:					
Course Preparation Activity(s)					
Session Confirmed:		Estimated Number of Attendees:			
Program Benefits:					
Posting Locations:					
Instructor(s):					

Instructional Session Topic:				Session #	-002
Session Date:		Start Time:		End Time:	
Activities Planned:					
Location:					
Pre-Course Requirements					
Session Confirmed:		Estimated Number of Attendees:			
Program Benefits:					
Posting Locations:					
Instructor(s):					

Instructional Session Topic:				Session #	-003
Session Date:		Start Time:		End Time:	
Activities Planned:					
Location:					
Pre-Course Requirements					
Session Confirmed:		Estimated Number of Attendees:			
Program Benefits:					
Posting Locations:					
Instructor(s):					

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Directions: Using the training scenarios below, schedule any three sessions chronologically for the year.

Radio/Communication Procedures & Etiquette: New equipment is installed at the local 911 center. Mobile and portable radios are programmed for the new system and need distributed to each fire department. Full implementation of the new system will take effect **April 1st**, so all personnel must complete the training prior to switching to the new system.

Apparatus Inspections: Your department aerial was involved in an accident that was the result of a brake failure. A comprehensive investigation revealed daily inspections were not consistently being performed. To limit future liability, the insurance company gave you 30 days to train all drivers/operators on how to perform a daily apparatus check. At the expiration of the 30 days or when all operators have completed the training (if less than 30 days), you are required to provide a detailed training report. All training must be completed by **March 10th**.

Accountability: In preparation for an annual burn training session to be conducted in **August** a review of the accountability system (policy and procedures), inspection, SCBA donning/doffing, and inspection of PPE needs to be conducted for all members participating prior to the training.

Thermal Imaging Camera Operations: Your fire department received grant funding to purchase new thermal imaging cameras. Before these cameras can be placed in service all personnel must receive training. Delivery of the cameras is scheduled for **February 12th**.

Fire Prevention Week Activities: In preparation for Fire Prevention Week in **October**, there are several programs that need to be presented at local schools, churches, restaurants, and elderly housing complexes.

CPR & Medical Training: To meet annual requirements, CPR and medical refresher training needs to be completed at the beginning of each quarter (i.e., **March, June, September, December**). All personnel are required to maintain these credentials as condition of service.

Public Building Safety Inspection: On occasion, local business owners request that someone do a fire safety inspection for their facility(s). To ensure the fire department policy and procedures are followed, the Department's fire inspector needs to conduct several training sessions for the fire department officers. These training sessions need to be completed once a quarter with the first beginning in the month of **April**.

Lock Out/Tag Out: In preparation for the disaster training exercise at the ABC Chemical Company scheduled for **May 11th**, all personnel must attend a training session to review policies and procedures prior to participating in the exercise.

Portable Equipment Inspection & Maintenance: The department recently initiated a program that direct all personnel to review the inspection and maintenance procedures of all portable equipment carried on the apparatus. This will help ensure all equipment are stored in an operational ready state and that broken or damaged equipment are properly tagged out of service and removed for repair.

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Data Dictionary

Term	Explanation
Instructional Session Topic	Provide the name of the course, training session, etc.
Session #: _____-001 /002 / 003	Provide the training code, number, alphanumeric, etc. in accord with the sequence number (i.e., 001 / 002 / 003).
Session Date	List the planned date for the training.
Start Time	Indicated the scheduled start time of the training.
End Time	Provide an estimated end time based on the allotted course length.
Activities Planned	List the requisite methods, activities used in delivering the training (e.g., lecture, skills practice, lecture-demonstration, demonstration-practice, skills performance, etc.).
Location	Provide the name and address of the location where the training will occur.
Pre-Course Requirements	List any previous course completion prerequisites. List the activities needed to prepare for training delivery (e.g., setup CPR mannequin practice areas, inventory and compile fire prevention brochures, etc.).
Session Confirmed	Indicate facilitated secured/reserved and with whom
Estimated Number of Attendees	Provide the anticipated/scheduled number of participants for the training session.
Program Benefits	List the anticipated improvements, compliance, or other fulfillment criterion the training will provide (e.g., meet biannual CPR compliance, confirm use of TIC, improve inspection skills and public relations, etc.
Posting Locations	Indicate where the training notice(s) are displayed (i.e., hardcopy and/or virtual).
Instructor(s)	List the name(s) of the scheduled instructors.