

## National Continuity Training and Activities Schedule

### EMI goes green with downloads for E and L course materials:

The EMI will no longer provide printed copies of student manuals, handouts, and supplemental materials for in person E and L courses. Instead, these course materials will be available to download for a period of 4 weeks prior to the scheduled course start date.

You will need a Student Identification (SID) Number in order to access the download page for these course materials. If you do not have one, you may register for one here: <https://cdp.dhs.gov/femasid>.

Students who are registered for E and L courses will receive a link to the necessary course materials from their course instructors. The course materials will, with little exception, be provided in an accessible PDF form. Any student who wishes to take notes can [use this resource](#) to discover the comment, notes, and annotation functionalities built in to the free ADOBE reader for PDF files.

### **E/L/K 548: COOP Program Managers Course**

This course describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements. The course covers program requirements and elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program. Although this course directly addresses continuity requirements for Federal Executive branch organizations, the course also useful to State, local, territorial, and tribal governments.

Date	Location	POC/Instructors
Dec 15 – 18, 2020	Virtual – Region 3	Runyon

\*Virtual course registration [https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)

### **E/L/K 550: Continuity Planners Workshop**

The Continuity of Operations (COOP) Planner’s Workshop is to provide COOP training for Continuity Planners at the Federal, State, Territorial, Local, and Tribal levels of government. Federal Continuity Directive (FCD) 1 directs the Federal executive branch departments and agencies and offers guidance for non-federal, in governments for developing COOP Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your departments’ or agencies’ Continuity of Operations (COOP) plans.

Date	Location	POC/Instructors
Oct 20 – 3, 2020	Virtual – Nationwide	Chrosniak
Oct 27 – 30, 2020	Virtual – Region 3	Runyon

\*Virtual course registration [https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)

## **E/L 141: Instructional Presentation & Evaluation Skills**

The course addresses the practicalities of conducting successful interactions, managing the classroom experience and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

<b>Date</b>	<b>Location</b>	<b>POC/Instructors</b>
Jan 19 – 21, 2021	Emmitsburg, MD	EMI
May 25 – 27, 2021	Emmitsburg, MD	EMI
Aug 10 – 12, 2021	Emmitsburg, MD	EMI

## **PER-266: Instructor Training Course**

ITC is a 32-hour training course that provides instruction on adult learning, instructor competencies, classroom strategies, communication skills, instructional delivery, use of technology in a classroom, and assessment of student learning outcomes. The course utilizes current training delivery strategies, which are supported by a series of facilitated discussion and practical exercises that require the participant to demonstrate advanced instructor skills. At the conclusion of this training program, the participant will demonstrate knowledge to provide instruction to the adult learning audience.

<b>Date</b>	<b>Location</b>	<b>POC/Instructors</b>
Nov 8 – 13, 2020	Center for Domestic Preparedness	CDP
Nov 30 – Dec 5, 2020	Center for Domestic Preparedness	CDP

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