

**National Fire Academy  
Training Operations in Small Departments-TOSD**

**Date:** January 23 - 24, 2010

**Time:** 8:00 a.m. to 5:00 p.m.  
One hour break for lunch. Lunch is on your own.

**Location:** Northland Community & Technical College  
Thief River Falls, MN, Room 703

**Cost:** \$25  
This will cover the cost of beverages and snacks throughout the two days.

Certificates will be completed by the NFA Admissions Office and forwarded to the State-designated contact.

**Minimum Registrations Required:**

**Northland requires people to register by December 21, 2010,  
or the course will be canceled due to low enrollment.**

**Registration Deadline:** December 21, 2010  
Contact Jenna Grabowska to register.  
218-683-8649  
Jenna.grabowska@northlandcollege.edu

**Registration Information:**

Contact Jenna Grabowska at Northland College in Thief River Falls by December 21.

**Name:**

**Fire Department:**

**Payment Method:** Cash      Check      Charge      Invoice Fire Department

## **Training Programs Curriculum**

This 2-day course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or State training function.

Course content includes:

- \* Leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change, and personal motivators within the department.
- \* Identifying the legal issues affecting the training function, including an understanding of a standard of care, and the impact of OSHA and NFPA standards.
- \* Safety considerations in training.
- \* Marketing training internally.
- \* Identifying ways to justify training needs.
- \* Resolving training conflicts using appropriate conflict resolution techniques.
- \* Selecting and evaluating training curriculum and materials from outside sources.
- \* Effective delivery and evaluation of training.

### **Selection Criteria**

- \* Fire and rescue personnel who coordinate training in small departments.
- \* Volunteer firefighters and officers who instruct in small fire and rescue departments.
- \* Fire personnel serving on training committees.
- \* Training officers in volunteer fire departments. NOTE: Students who have taken NFA's Challenges for Local Training Officers through the Volunteer Incentive Program are not encouraged to take NFA's Training Operations in Small Departments.

**Delivery Type:** 2-Day

**Prerequisites:** None.

**ACE Recommendation:** In the vocational certificate or lower division baccalaureate/associate degree category, 1 semester hour in Education, Public Administration, Fire Service, Emergency Medical Services, Management, Human Resource Management, or Vocational/Technical Education.

**CEU's:** 0.0

**Post-Course Requirements:** None.

**Pre-Course Materials:** None.

NFPA Standards <<http://www.usfa.dhs.gov/nfa/about/crosswalk.shtm>> None.

**Instructor:** Leonard Edge

-Training Officer for City of Concord, North Carolina

-Chief of Clinton, NC Fire Department for 9 years

-FF, EMT, Public Safety Officer, driver/operator, CO, Public Education Officer and Training Officer for Fayetteville, NC for 17 years total