

SECTION 37: USING THIS MANUAL IN YOUR TRAINING

This section provides important guidelines and recommendations for trainers and ARES ECs who are implementing an ARES training program using this training manual.

REMOVING CONTENT THAT YOU DO NOT NEED

This training manual contains a great deal of information. When preparing for your training session, you may decide to remove content because:

- You need to shorten the material to fit the time available
- Content does not apply in your area, or is not correct in your area
- Your participants are already familiar with key concepts
- You have more appropriate, localized training manuals and resources.

This manual is set up to make it easy to remove entire sections.

ADDING YOUR OWN CONTENT

Case studies

Choose an example of an emergency (real or exercise) which can be used to illustrate lessons to be learned by ARES groups. These can be:

- Local exercises carried out by the group
- Personal experiences
- ARES columns in magazines
- Feature articles in magazines, such as TCA, CQ or QST

Review the article and make a summary of the event, including:

- The scenario and conditions preceding the emergency
- The course of events
- What ARES actions and responsibilities were
- How the event concluded

Try to avoid just reading the article from the source.

Highlight points to be learned from the event, both good and bad.

These may be detailed in the article or can be your own conclusions.

Draw parallels to your local situation, including actions, preparations and facilities.

Ask the students for their views on what happened and what they feel could have been done to improve the amateur's response.

Ask the students what they would do in their own group to deal with a similar situation locally.

PREPARING TO BE AN EFFECTIVE TRAINER

Preparing a lesson plan

- The Tie Back - “In your last class You learned -----. In this class we will expand on what you have learned by learning -----”
- The Introduction
 - The What
 - What you are going to learn
 - The time allotted
 - The Where
 - Where you will use this knowledge and skill
 - The Why
 - Why you need this knowledge and skill
 - The How
 - How you will apply this knowledge or skill
 - The Test
 - Where and how you will be tested
 - By formal exam or
 - On exercise or both
 - Or demonstration
 - Approach
 - How this lesson will be taught
 - Usually in a number of stages, blocks or modules
 - Control statement

- How the class will be conducted
- For question, raise your hand
- There will be no class answers
- Safety
 - If there is any hazards that will be encountered during the lesson
 - The instructor will give a safety briefing at this time
- The Lesson
 - The lesson is usually conducted in several stages
 - Each stage has an introduction
 - The introduction of the stage
 - The teaching of the stage
 - Confirmation of the stage
 - Usually by questions to the class or
 - By demonstration of a skill
 - A review of the stage just covered
- Confirmation
 - At this time the instructor will confirm all the stages of the instruction by
 - Asking questions to the class
 - Confirming skills by
 - Demonstration of the full activity or
 - By conducting an exercise
- A Review
 - At this time the instructor will review the main points of the lesson and
 - Stress any safety or
 - Possible hazards at this time
- Final Confirmation. The instructor will at this time take any “last minute” questions from the class.
- Conclusion
 - At this time the instructor should review what the students have learned
 - Why they have been taught the lesson and
 - Where and when it will be required

- A Motivation
 - At this time the instructor should motivate the class by stating “You have learned-----which is a necessary part of ----- and will be necessary for-----!”
- A Tie to the Next Class
 - “ Your next class is -----.
 - It is at (location) at (time).
 - It will be -----.
 - Your instructor will be-----.”

In class

- Ensure that you feel well-prepared.
- Hold your head up and make eye contact.
- Be familiar with the content so you do not need to read from a screen or page.
- Be prepared to answer questions about the content.