



# Pennsylvania State Fire Academy

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## Minimum Standard for Accreditation (MSA)

Date: July 1992

Last Revision:

Course Title: Instructional Techniques for Company Officers (NFA)

SFA Course Code: ITCO

Length of Course: 16 Hours

Lecture/Lab Breakdown: 12/4

Prerequisites: None

Referenced Texts: NFA Instructor Guide and Student Manual for this course.

Course Goal: This course will provide the student with an operational understanding of instructional principles and techniques relevant to fire service training at the company level.

Description of Course: Every fire officer is, or should be, a trainer. Being an officer, especially at the company (Lieutenant, Captain, etc.) level, always involves the act of training ones' subordinates at one time or another. This course will give the officer or officer candidate the basic knowledge of adult educational principles needed to perform this important task at the level.

Description of Methodology to be used: Lecture, guided discussion, and group activity.

Student Equipment/Supply Needs: Pen/Pencil, Notebook, 1 Copy of Student Guide for this Course (Student's manual will remain in the student's possession at course conclusion).

Equipment/Audiovisual/Supply requirements: Classroom with adequate seating; chalkboard or flip chart; 35 mm slide projector with synchronous tape player or OHT projector; appropriate screen(s), 1 copy of Student Manual for each student; ITCO AV kit.

Special Conditions: None

### COURSE OUTLINE

<u>Time</u>	<u>Content</u>	<u>Notes</u>
1:30	Introduction/Overview	
2:30	Preparation - "Adult Learning"	
2:30	Preparation - "Objectives and Lesson Plans"	
1:30	Presentation - "Selecting Methods"	
3:30	Presentation - "Tips & Techniques, Handling Problems"	

### MINIMUM STANDARDS FOR ACCREDITATION

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**COURSE OUTLINE (continued)**

<b><u>Time</u></b>	<b><u>Content</u></b>	<b><u>Notes</u></b>
2:30	Application	
1:00	Testing	
1:00	Exam; Course Summary	

**Competency Evaluation Mechanism:** Instructor assessment during practical work; 15 question written exam from Instructor Guide.

**Learning Outcomes (Course Objectives):**

1. The student will be able to identify and use the four steps of the teaching technique as identified in NFPA Fire Instructor Professional Qualifications Standard 1041.
2. Given a topic appropriate to fire service training and an identified audience, the student will be able to apply the activities identified as part of the preparation step.
3. Given a topic appropriate to fire service training and an identified audience, the student will select methods and aids appropriate to the presentation step.
4. Given a topic appropriate to fire service training and an identified audience, the student will design a skills checklist appropriate to conduct a safe skills activity for the application step in the lesson.
5. Given a skills checklist on a topic appropriate to fire service training, the student will be able to convert it into a valid performance evaluation for the testing step.

**Questions/Comments: Rita Wessel, Curriculum Specialist: Extension 106  
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