



United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
3833 South Development Avenue  
Boise, Idaho 83705-5354



Memorandum

October 4, 2012

To: Regional Director, All Regions  
Attention: Forestry/Fire Management

From: Director, Branch of Wildland Fire Management

Subject: M-410, Facilitative Instructor Course Announcement

The Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) is hosting an M-410, Facilitative Instructor Training course to take place in San Diego, California, January 7-11, 2013. This course is open to all Bureau employees.

The Facilitative Instructor Training course is a 36-hour course designed to help people be more effective instructors, meeting facilitators, and public speakers. The original purpose of the course was to improve the quality of training delivery by exploring and practicing a variety of instructional methods and techniques. Although this course was designed for students to meet National Wildfire Coordinating Group instructor requirements, it has practical applications that extend well beyond the delivery of fire courses.

Students will have the opportunity to practice facilitative instructor skills while giving three short classroom presentations. Our experienced instructors create an atmosphere that is always friendly and entertaining.

Nominations will be accepted until the class is filled. Nominations can be emailed to david.koch@bia.gov or faxed to 208-387-5580 to the attention of Dave Koch. Selected students will be notified shortly thereafter and provided logistical information.

For additional information contact Dave Koch, Assistant Director, Training at 208-387-5577.

Attachment: Nomination Form

## M-410 Training Nomination Form

**PART I Registration** Completion is required. Submit one form per course.

<b>Course Name:</b>	<b>M-410, Facilitative Instructor</b>		FOR COURSE SPONSOR/HOST USE ONLY PRIORITY _____ of _____
<b>Course Date(s):</b>	January 7 - 11, 2013		Course Tuition (if required)  none
	Course Location  San Diego, CA		
<b>Nominee's Name:</b>		<b>Date Submitted:</b>	
<b>Working Job Title:</b>		<b>E-Mail Address:</b>	
Sponsor or Agency (Name, address-number, street, city, state, zip):		Nominee's Mailing Address (if different)	
Telephone Numbers	Office:		
	Fax:		
I will notify the Course Coordinator/Training Center if I am unable to attend, so others will be allowed to take the course.			

**PART II Experience** Complete or attach Qualification & Experience Record printout, if required.

Do you meet all of the NWCG or additional Agency PREREQUISITES for the course? (Reference Field Manager's Course Guide. <i>Non-fire employees may disregard this section.</i> )		Yes	No
List your past experience pertinent to this course:			
List training completed and dates pertinent to this course:			
<i>Nominee's Signature:</i>			
Remarks:			

Authorizing Signature (If required)	Date