



KENTUCKY EMERGENCY MANAGEMENT

Matthew G. Bevin
Governor

100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601-6168

Michael E. Dossett
Director

Facilitating Inter-Jurisdictional Teams (FIT Course) – L809
February 26-28, 2018
9:00AM – 5:00PM

Madison County EOC
560 S. Keeneland Drive, Richmond, KY 40475

Offered By:
Chemical Stockpile Emergency Preparedness Program

The work of emergency planners, managers and responders often requires team coordination and collaboration with other agencies and organizations. Assuring effective team preparedness is difficult when all members report up the same chain of command, but when the team is inter-jurisdictional, the challenges are greater and the task more complex. The ability to make inter-jurisdictional teams work can mean the difference between communication and argument and between meaningful collaboration and debilitating wheel-spinning.

GOAL: The goal of this course is to prepare participants to perform as novice facilitators in an emergency management or planning setting.

COURSE OBJECTIVES:

- Explain the facilitation process and the inter-jurisdictional team context;
- Effectively facilitate, participate, select and support others in groups and teams;
- Identify group and team development needs;
- Effectively use technology in virtual meetings and other group interactions;
- Demonstrate facilitation skills in a structure roal play situation.

TARGET AUDIENCE:

This course is designed for current and emerging leaders in emergency management who will be: 1) facilitating inter-jurisdictional and other teams; and/or 2) selecting others to facilitate these teams.

This course is designed for delivery in the classroom. Lecture, discussion and small group activities have been designed to enable participants to learn, explore and share their knowledge, experience and perspectives.



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COURSE SCHEDULE:

Day 1

Unit 1	1.00 hours	Introductions, Expectations, Course Overview and Pre-Test
Unit 2	3.00 hours	Facilitation and the Facilitator Skill Set
Unit 3	3.00 hours	Groups, Teams and Best Practices

Day 2

Unit 4	2.50 hours	Facilitated Processes and Meetings
Unit 5	2.50 hours	Virtual Meetings
Unit 6	2.00 hours	Facilitator Challenges and Tools

Day 3

Unit 7	6.00 hours	Preparation and Facilitation Demonstration
Unit 8	1.00 hour	Closure/Evaluation

STUDENT CRITERIA:

This course is a closed class offered to the members of the Chemical Stockpile Emergency Preparedness Program. All personnel must be pre-approved by a CSEPP Coordinator or the CSEPP Program Manager prior to acceptance into this course. If you are outside of the CSEPP footprint, you may email sharon.m.fincel.nfg@mail.mil to be added to the wait-list for this course.

REGISTRATION:

The course registration can be completed using the following link to the [KYEM CSEPP Training Website](#) or via the [KYEM Training Website](#). Students will be notified if the course is cancelled. For this reason, it is imperative that you provide accurate contact information.

For more information, contact:
Sharon Fincel
CSEPP Training & Exercise Program Manager
(502) 607-5722