



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

27-29 November 2018
9AM-5PM

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

Offered By:
Chemical Stockpile Emergency Preparedness Program

Course Description: This three-day course is designed to prepare emergency management staff to function as novice facilitators in a variety of settings. Participants are introduced to the concepts of group and team development and to the skill set and tools applied by facilitators in helping groups to function smoothly. Special attention is paid to virtual meetings and conference calls because of the unique challenges these pose. The course combines presentations by master facilitators with individual and small group activities. Participants select a scenario, demonstrate facilitation skills, and receive feedback on the final day of the course.

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 role play situation

Student Criteria:

This course is a closed course 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 e-mail Katherine.l.mcelmurray.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:
Lou Ann McElmurray
CSEPP Training & Exercise Coordinator
502-803-5756



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The work of emergency planners, managers, and responders often requires team coordination and collaboration with other agencies and organizations. Assuring effective team performance is difficult enough 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

- 1 – Explain the facilitation process and the inter-jurisdictional team context
- 2 – Effectively facilitate, participate, select, and support others in groups and teams
- 3 – Identify group and team development needs
- 4 – Effectively use technology in virtual meetings and other group interactions
- 5 – Demonstrate facilitation skills in a structure role 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.

COURSE SCHEDULE

Day 1

Unit 1	1.00 hour	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



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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