

A-225 IAT Instructor Update



Participant Workbook



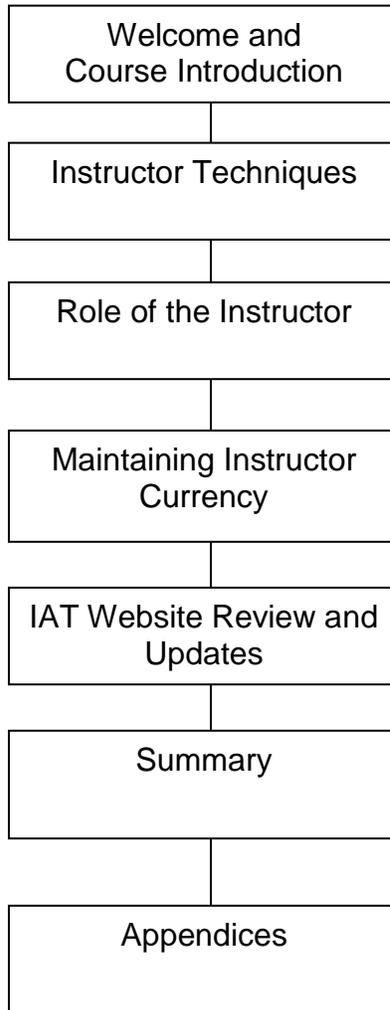
Prepared by Office of Aviation Services Training Division
and Interagency Aviation Training Partners
Revised October 17, 2014

A-225 Train the Trainer Currency

Revision History

Version	Description	Date
1.0	Course development to include Instructor Guide, Participant Workbook, Electronic Presentation.	February 3, 2012
1.5	Reorganization of objectives, addition of instructor skills section.	February 15, 2012
1.6	Basic edits/review	February 26, 2013
1.7	Basic editing and template updates. Crosswalk to other materials for course.	January 29, 2014
1.8	Formatting updates.	March 10, 2014
1.9	Email address correction, order of objectives changed, updated OPM-04 Compliance Worksheet	March 13, 2014
2.0	Revised OPM-04 Compliance Worksheet, Module 1 Content Updated	March 28, 2014
2.10	Updated to 2014 IAT Training Guide Wording and Page Numbering Edits. Consolidate Modules 4 and 5.	May 8, 2014
2.20	Clarified OAS-111s are to be printed double-sided and returned by mail or Fedex only.	August 12, 2014
2.30	Incorporated AT2.0 Changes	October 17, 2014

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Course Overview

Welcome and Course Introduction



Get to Know Your Classmates

Be prepared to share:

- Your name
- Your position and location
- What courses you currently instruct
- One reason you instruct

Course Purpose:

The purpose of this course is to refresh and update current IAT instructors on information and practices that are essential in completing an IAT course delivery. It is a requirement to maintain currency as IAT instructors.

What is authorization for the course?

OPM-04, IAT Training Guide (2014)

What are the pre-requisites for the course?

Prior to requesting enrollment in this course, prospective students must complete Train the Trainer (A-220 or M-410) and meet currency requirements.

Objectives:

At the conclusion of this course, participants should be able to:

1. Discuss one instructor technique that enhances the learning environment for students.
2. Describe the role of the instructor in helping individuals to increase their knowledge, skills, and abilities.
3. Discuss the requirements to maintain certification as an aviation training instructor.
4. Explain the process taken to register a course on the aviation training website.
5. Explain the two things that may not be changed or modified in a course.
6. List two ways in which an instructor can ensure that the most current version of a course is being taught.
7. Explain the importance of OAS-111s in the overall mission of offering effective aviation training.
8. Describe the process required for closing out a course delivery.
9. List two updates to the aviation training website (www.iat.gov).

Module 1: Instructor Techniques

Notes

Objective:

1. Discuss one instructor technique that enhances the learning environment for students.

Active Learning

Lecturing is one of the most common yet ineffective ways to teach. Though it provides information, the student must be engaged in some way to encourage learning and retention. By building interest first, encouraging understanding and retention, involving participants, and reinforcing content, the overall effectiveness of the training is increased.

Open with a BANG

Build interest in the session.

Ask students what they know and what they want to learn.

Note the ground rules and what to expect.

Get them involved.

- **Build** interest by starting on time and getting their attention immediately. Use props, videos, cartoons/graphics, personal stories, unusual or attention-getting facts and statistics, ask a thought-provoking question, or make a promise or guarantee that peaks interest. Students want to know the **WIIFM** (“What’s in it for me?”): How will what they learn be useful to them personally or make their job/life easier?
- **Ask** students to introduce themselves. By sharing a little bit about themselves, it not only encourages them to participate, but also to relate to the other students. Ask about their expertise and their expectations of the training. Restate and capture them on a flipchart or list somewhere to also let them know you are listening to them. Be sure to redress the list before completion of the course to ensure you are addressing those items. Remember to also introduce yourself and establish your credibility as the instructor.

Tip: In a classroom setting, have the “Expectations” page prepared prior to the class start. This lets

participants know you value their input and are prepared.

Be honest about addressing expectations that are not a fit for the training by explaining why and helping students to find a way to meet those needs either by following up after the course with the student or referring them to the appropriate source if known.

- **Note** the ground rules from the start, such as no sidebar discussions, being on time, muting cell phones, participation guidelines, etc. Address the logistical details such as restroom locations, emergency numbers if needed, safety information, break/lunch times, etc. Provide the course purpose, objectives and agenda. These help to address expectations and questions from the start and provide structure.
- **Get** them involved through active learning: ask questions, ask for a show of hands, use icebreaker activities, begin with a relevant activity or case study that engages, etc. This will help to establish a participative climate.

Once you have their attention, how do you keep it?

Increase Understanding and Retention

We've all heard of "Death by PowerPoint." Minimize content to major points or key words which act as memory aids. Use visuals and a variety of activities for different learning styles; don't rely on visuals and/or audio alone, provide interaction and hands-on activities or equipment if possible. Use examples and analogies to illustrate points and help your audience relate. If you know a student has relevant experience, ask them to share.

Use direct questioning techniques, calling upon specific students and allowing time for responses. Periodically throughout the session, inject questions and activities to reinforce the content. A good "rule of thumb" is to have at least one activity to reinforce each objective. These can help you to gauge the level of understanding before proceeding to another topic.

Provide an activity that encourages application if possible. Pose a problem or question for participants to solve by

application of the content covered. The more relevant it is to the students' jobs, the better. Case studies and scenarios are excellent ways to incorporate realistic application.

The more a student engages in the course, the higher their level of interest and focus. The more they can relate the content to their own life or job, the greater their retention. Remember that the purpose of the training is to provide the skills and knowledge to the students so they can apply it on the job; so whatever we can do to increase those, the better.



Interaction/Activity: Open with a BANG!

Think about the courses you instruct.

How do you or can you “Open with a BANG?”

Be prepared to share and brainstorm with the class for ideas.

Module 2: The Role of the Instructor*Notes***Objective:**

2. Describe the role of the instructor in helping individuals to increase their knowledge, skills, and abilities.

There are three major ways that an instructor can contribute to the learners' acquisition of new skills.

- Provide a purpose.
- Be a subject matter expert.
- Make the presentation count.

Provide a Purpose

The instructor must clearly provide the learners with the purpose behind the instruction. Learners should be told what the expected performance outcome is for the course. Before learners can succeed in training, they must first know what they are expected to achieve. The course objectives should be communicated clearly and precisely in language that is not open to interpretation.

The instructor should also have a clear definition of the WIIFM

("What's in it for me?") for the learners. How will the course make the world brighter for the learners? Learners should understand how they will benefit from the skills they are being taught in a positive and convincing way.

Subject Matter Expert

The instructor must have mastery of the subject matter in order to be credible with learners and effective in the classroom. Instructors should be able to answer most questions, guide trainees through practice exercises, and provide the feedback needed to lead learners to achievement of the course objectives. This requires preparation in both the course materials and course equipment as well as staying current on the topic.

Presentation Counts

While presentation includes the instructor's ability to maintain good eye contact and speak clearly without distracting habits and filler words (such as "like," "ummm" or "you know"), there's more to it. The instructor is responsible for behaving positively toward learners, and creating a safe learning environment. Learners must feel free to make mistakes and take chances. Instructors communicate with learners verbally and non-verbally, so care needs to be taken to be supportive, rather than belittling learners who may not get it right the first time.

Part of the presentation is the attitude the instructor exhibits while presenting the material. Does the instructor emphasize the importance of the subject matter being taught? The students will find it important to learn if the instructor finds the material important and relays that to the students.

An easy way to ensure that the students know the importance of the information being taught is to revisit the objectives and test that the information has been absorbed. This lets the students know that you find value in their ability to recall the information and apply it.

Module 3: Maintaining Instructor Currency

Notes



Objective:

3. Discuss the requirements to maintain certification as an IAT instructor.

Update Your IAT Profile

It is important that as a certified IAT instructor you keep your profile up to date. When you post a course to the website the information displayed on the *Class Detail* page is populated from your profile. Inaccurate information in your profile will lead to incorrect contact information on this announcement page.

Maintaining Currency

Part of your responsibility as an IAT instructor is to track and maintain your currency. The most recent policy regarding this currency can be found in your Agency policy.

- DOI employees will find their guidance in OPM-04. Additional guidance may also be found in the *IAT Training Guide*.

- USFS employees will find their guidance in *IAT Training Guide*.

These documents can be found on the homepage of the IAT Website (www.iat.gov).

The following key points must be met in order to maintain instructor currency:

- Must be certified as an IAT instructor
- Must have approval from supervisor to maintain currency as an IAT instructor
- Teach at minimum one IAT course every 24 months
- Attend the IAT instructor update course (A-225) at minimum once every 24 months
- Follow the standard practices for delivery and closeout of IAT courses
- Maintain a minimum of 4.0 average rating on the instructor specific questions in the OAS-111s for the courses instructed

In the next section we will review the Instructor compliance tab within the IAT.gov Website Instructor Home Base screen. This provides an easy check list of your compliance requirements for each course.

Reference Appendix A: OPM-04 Compliance Worksheet.

This is an alternate method that is used by OAS-TD in determining currency. It is a great tool for each instructor to track their currency as well.

If you have any questions regarding how to determine if you are current, please ask your course instructor at this time.

Module 4: IAT Website Review and Updates



Training Events



- Wire Strike Training

More >>

Policy / References



- Resource Library: Handbooks, Guides and Booklets
- Aircraft Identification Library
- Glossary
- IAT Guide 2014
(Training Requirements Listed in this Document)

More >>

Aviation Training Managers



- Aviation Training Needs Survey

More >>

News



- Automated Flight Following (AFF) 2.0 Training
- Aviation Use Report Manager Training (AURM)
- USFS Training News

More >>

www.IAT.gov

Objectives:

4. Explain the process taken to register a course on the aviation training website.
5. Explain the two things that may not be changed or modified in a course.
6. List two ways in which an instructor can ensure that the most current version of a course is being taught.
7. Explain the importance of OAS-111's in the overall mission of offering effective aviation training.
8. Describe the process required for closing out a course delivery.
9. List two updates to the aviation training website (www.iat.gov).

The Home Page Banner



At any time that you wish to return to this home page while navigating the website, simply click on the IAT Website banner at the top of the page and you will be redirected to the home page.

Navigation



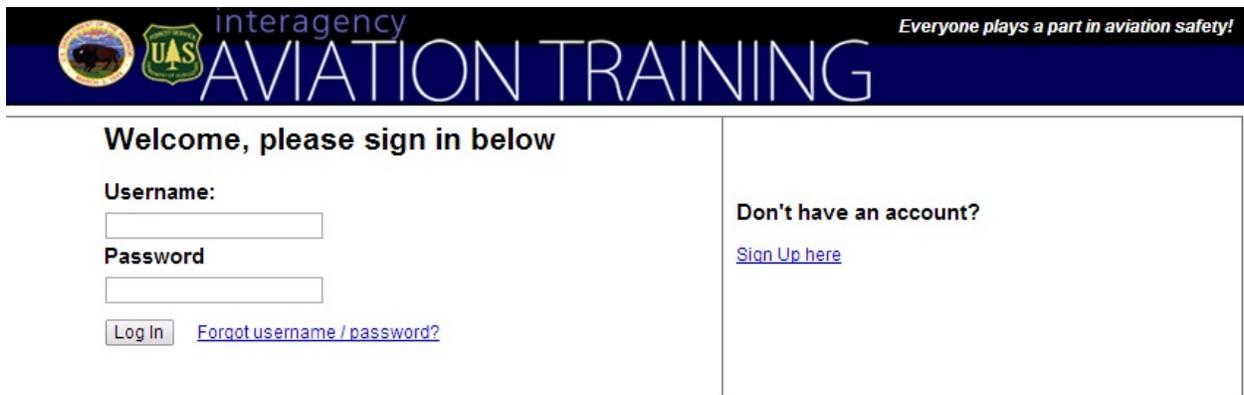
The links on this home page are all accessible without the need to sign in. If there is a need to register for something after following one of these links, the system will prompt you to sign in.

Logging In



To log in, select the option in the upper right corner of the home page.

If you have forgotten your user name or password, an option is available to assist.



Follow the prompts and complete the fields to have your password reset. DO NOT set up a new account as it will cause a conflict in the system that can result in additional delays.

Your Profile and Student Home Base

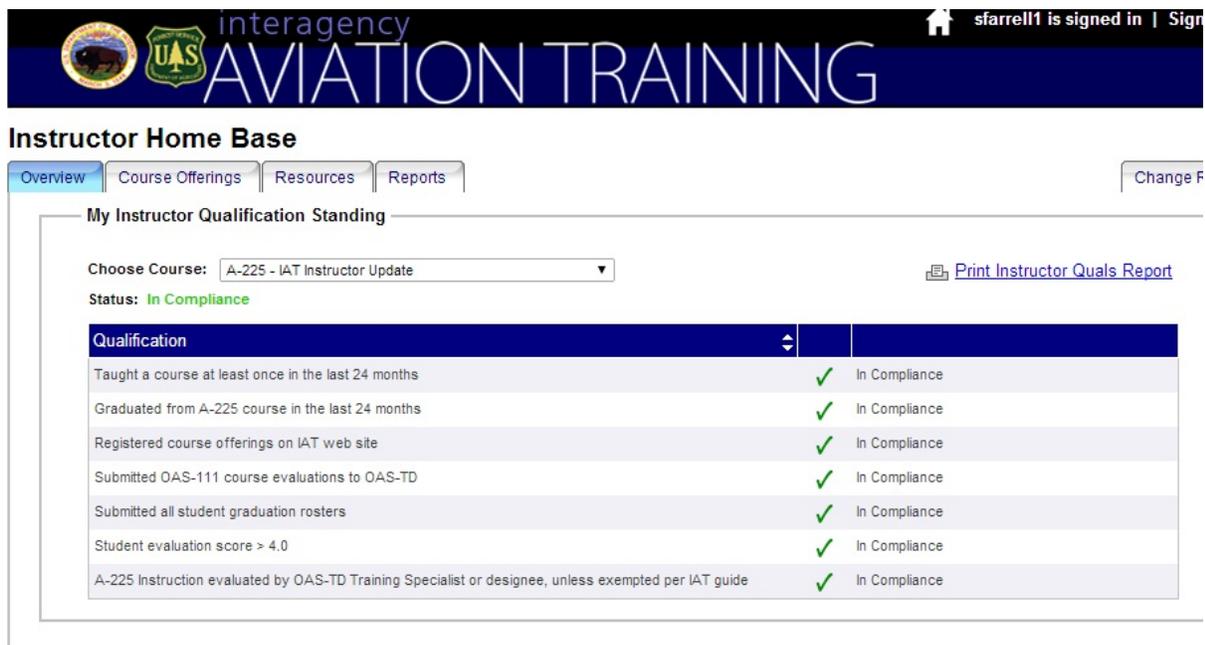
Upon logging in, the default will take you to your Student Home Base. Here you can update your profile; view your training requirements, compliance status or plans; access your transcripts; and register for training.



Changing Roles

To access the instructor options, you must change your role. To the right side of the Student Home Base, you will see a tab to Change Role. Select the Instructor option and it will take you to the Instructor Home Base.

As an instructor, your certification will give you access to tools on the website that will be helpful in preparing for, posting, and completing IAT courses.



Qualification		
Taught a course at least once in the last 24 months	✓	In Compliance
Graduated from A-225 course in the last 24 months	✓	In Compliance
Registered course offerings on IAT web site	✓	In Compliance
Submitted OAS-111 course evaluations to OAS-TD	✓	In Compliance
Submitted all student graduation rosters	✓	In Compliance
Student evaluation score > 4.0	✓	In Compliance
A-225 Instruction evaluated by OAS-TD Training Specialist or designee, unless exempted per IAT guide	✓	In Compliance

Once in the Instructor Home Base, you will be able to view your Instructor Qualification Standing to teach courses, manage your course offerings, and access instructor resources such as course materials.

NOTE: You must be identified as an instructor in order to have access to manage classes. Per the new OPM-04 and Interagency Training Guide, compliancy and requirements for each course must be current in order to post and manage a course.

Manage My Course Offerings

Within the course offerings tab, select the course you are certified to teach. Once you do that, it will provide a listing of those courses you have already scheduled, as well as provide options to Modify Offerings, Manage Rosters, or Create Offerings.

Adding a Class – “Create Offering”

To add a new class, use the option to Create Offering. Before doing so, however, ensure you have all the information needed.

Planning

Plan as far in advance as you can to ensure you have the appropriate approvals and logistical information. This information is all needed prior to setting up the course in IAT.

Logistics to consider:

It is important that the following information is known prior to registering the event on the IAT website:

- Type of class:
 - Aviation Training Workshop (2-3 day schedule of several courses)
 - Class
 - Online
 - Webinar
- Start date and time
- Maximum number of students
- Primary instructor(s)

**Interaction/Activity:**

What might be some other things to consider in planning a course offering?

Course Materials

There are two items you should not change with regards to IAT Courses. The first is the content/objectives. Our goal is to provide consistent training that meets the needs of students based upon assessment of needs and analysis of results. The objectives and content are the result of this assessment and analysis. You may add your own agency or bureau specifics and personal experience and knowledge to enhance the materials, but not change the core content and objectives.

The second item to not change is the length of the course. Although your course may progress faster or slower depending on many variables, the general length in the IAT system for this course is representative of the average time it should take. Changing it may impact credit given to students for necessary/mandatory training time.

In the Instructor Resources tab, you will see an option to “Download Lesson Plans.” This is the link to find current course materials. It is important to ensure that the course materials being used are the most recent available. If you do not find the materials you need there, contact the IAT-Admin, Email: iat_admin@ios.doi.gov or Call: 208-433-5093.

NOTE: Request the course materials and the OAS-111’s for your course offering from the IAT-Admin at least a minimum of 10 business days in advance to avoid delays.

OAS-111s – “Print Class Eval Form(s)”

Once you set up a class, you can also print the OAS-111 Class Evaluation Forms for that specific course offering. You can go to the “**Modify Offering**” page to print the forms as well. OAS-111s (student evaluations) will be valuable to you for the purpose of bettering your instruction. They also support the development of new course materials. **You can print or save the OAS-111 that corresponds to your course from the course registration screen. It is important that you use the OAS-111 that is specific to the course you posted on the IAT Website.**

Ensure you print the forms **DOUBLE-SIDED**. You may also request printed evaluations and a Fedex return envelope from the IAT Admin.

Ensure you have students complete the OAS-111s at the conclusion of your class, then mail or Fedex them (along with the course roster) to:

IAT Admin
OAS Training Division
300 E Mallard Dr. Suite 200
Boise, ID 83706

If you have questions regarding the OAS-111 or require assistance in sending the OAS-111s to OAS, you can contact us by calling or e-mailing IAT Admin:

- Email: iat_admin@ios.doi.gov
- Call: 208-433-5093

You will receive an OAS-111 consolidated report after submitting the forms to OAS. This report also provides the information to calculate the average scores on your IAT Instructor Compliance.

Managing Existing Classes

Once you are in the Manage My Course Offerings tab, you will also see the options to Modify Offerings or Manage Rosters.

NOTE: Be sure you notify any registered students of changes you make.

Manage Rosters

Here you will have visibility of how many people are registered and where they are from. You will also be able to send emails to students on the roster through this view. It is also within this option that you will close out a course once completed, record attendance and pass/fails.

Print Class Roster

Your OAS-106 (course roster) can be an effective tool in completing the course in the IAT Website. You can print the course roster from the link provided in your course offering. If you are offering a classroom course, use this form to have students sign-in as they arrive, and ensure you return it to the IAT-Admin along with the OAS-111s upon completion of the course. This is a required step in closing out a course.

Completing Attendance/Certificates

As an instructor, one of your responsibilities is to ensure classes are closed out properly. You are required to complete the course by indicating which students attended **within five business days** of teaching the course. The

same day is preferred.

Once you have submitted the information on the IAT Website to close out a class, an automated e-mail is generated and sent to the students with their certificate information. This may be a good reason to remind the students once again to update their profile in the IAT system.

IAT Updates

OAS strives to continuously improve the website to better support all users. New items added on a regular basis.

If you have any questions or recommendations for improvement, please email OAS support at iat_admin@ios.doi.gov.

Summary*Notes***Let's revisit the objects for this course:**

1. Discuss one instructor technique that enhances the learning environment for students.
2. Describe the role of the Instructor in helping individuals to increase their knowledge, skills, and abilities.
3. Discuss the requirements to maintain certification as an aviation training instructor.
4. Explain the process taken to register a course on the aviation training website.
5. Explain the two things that may not be changed or modified in a course.
6. List two ways in which an instructor can ensure that the most current version of a course is being taught.
7. Explain the importance of OAS-111's in the overall mission of offering effective aviation training.
8. Describe the process required for closing out a course delivery.
9. List two updates to the aviation training website (www.iat.gov).

If you have any remaining questions, please ask the instructor at this time.

Appendix A: OPM-04 Compliance Worksheet

OPM-04 Compliance Worksheet

Revised 5/13/14

Name		Date	
Bureau/Agency		Unit/Field Office	
Requirement			
Meets initial IAT Instructor Certification		Date	Compliance? (Y/N)
<ul style="list-style-type: none"> A-220 Certificate, 410 Certificate, or Course Equivalency Successfully instruct under supervision of OAS-TD or designee (Evaluation Form OAS105, OAS107, or OAS113) 			
Has bureau and supervisor approval			
Teach a minimum of one (1) IAT course every 24 months.	Course Code	Date	
Maintain a minimum 4.0 average rating (5 point scale) on instructor evaluation questions on the OAS-111 course evaluation form (most recent aggregate totals).		Score	Date
<ul style="list-style-type: none"> Overall effectiveness of instruction Knowledge of subject matter Use of helpful examples and references Opportunity to ask instructor questions Instructor responsiveness to questions 			
Comply with required IAT course management processes (e.g. register class on IAT website, have students complete OAS-111 course evaluations, close out course, etc.)			
Participate in an A-225 IAT Instructor Update session	24 months		
Are specific course requirements met (if applicable)? (List each course and Y/N or N/A.)			
Additional Comments:			
NOTE: Instructors not meeting the above requirements may work with their bureau aviation manager in partnership with OAS-TD for recertification.			

THIS SECTION FOR OAS USE ONLY			
Reviewed by:		Date of review:	
Reviewed by:		Date of review:	
Database updated?	YES	NO	Date of update:

APPENDIX B: Resources and References

OPM-04: http://oas.doi.gov/library/opm/CY2013/OPM_13-04.pdf

IAT Training Guide: https://www.iat.gov/docs/IAT_Guide_2014_0331.pdf

TED Talks: <http://www.ted.com/talks/browse>

Training for Dummies by Elaine Biech, 2005 Wiley Publishing