



## Introduction for Instructors

At the NCFWC-NCSWC 31 xx 2014 until 11 xx 2014

### Introduction

1. The NCFWC-NCSWC is developed by CCOE together with the customers (Community of Interest) for our own use, but also for other units/HQs that want to give this course.
2. Details about aims and objectives, assessment of students during Syndicate work and FINEX will be discussed during the **Familiarisation program from xx – xx March.**
3. At the start of our Familiarisation program at CCOE, Syndicate Coaches / Guest instructors will receive the learning objectives and a draft presentation of the lectures to prepare themselves.  
**NOTE:** See Appendix A to this document for detailed familiarisation program

### The Instructor package

4. In the instructor package the course instructors will find:
  1. Note block and pen
  2. Nametag
  3. Computer
  4. Desk
  5. Seat
  6. Evaluation form
  7. Instructor folder
  8. Schedule / Program / Time frame
  9. Case study and FINEX scenario**NOTE:** During familiarisation program
5. Library
  1. AM 86-1-1 (CIMIC TTPs)
  2. AJP-3.4.9 CIMIC
  3. Bi-SC Dir 86-3
  4. MC 411 / 1
  5. CIMIC FPG**NOTE:** Can all be found on the computer you can use

### The Instructors program

6. Being a Syndicate Coach / Guest instructor in the CCOE NCFWC-NCSWC-2014-xx, you will have a two and a half week full program.
  - 6.1. We will meet at CCOE Enschede the Netherlands Wednesday morning 26 xx.  
See appendix A for the schedule of the program.
  - 6.2. The course starts on Monday 31 xx. Every course day there is a short meeting between the Senior Instructor and the instructors about last changes or to evaluate the past day, timings TBD.



## ANNEX 4A to CCOE QA Policy

7. When you have to prepare a lecture first look at the syllabus for each single lesson. There you will find the aim of the lesson (General objective) and the learning objectives. You will also see a description of how to conduct the lesson. For lessons with CIMIC TTP content, you will find the TTP of current interest as an annex. The objectives and TTP you'll receive during Familiarisation program.
8. All presentations should have the same template and order; introduction of the instructor, content, aims and objectives and summary at the end of the lesson. The idea is that the presentation is prepared for 80 %. The last 20 % is your contribution. That is your own experiences from mission areas (or other experiences). If you have pictures, statistics or other things, you can consider putting it in. Template for your brief will be available during Familiarisation program.
9. When you start to make your own presentation be aware that:
  - You have to store your presentation on your own folder/area, made in CCOE NCFWC-NCSWC-2014-02 layout.
  - You are not supposed to change anything from the syllabus (except ad from your own experiences) unless you have consulted the senior instructor.

### **Criteria for being an instructor/conditions**

10. Being an instructor in a CIMIC course is a difficult job. You must have both instructor skills and CIMIC knowledge:
  - Communication skills
  - Didactic skill / teacher skills
  - Explanation instead of reading a lecture.
  - Able to work with PowerPoint
  - Knowledge about NATO CIMIC
  - CIMIC mission experience(s)
  - Flexible
  - Be a coach for the syndicate work.

### **Didactical principles**

11. The next seven points will provide the CCOE- NATO CIMIC Field Worker Course/ NATO CIMIC Staff Worker Course 2014-xx guest-instructors with the didactical principles their lectures should meet;
  - **Involvement of students**  
The most important thing during our courses is to involve our students through interaction. We should try to avoid the so-called DBPP (death by PowerPoint).
  - **PowerPoint principles**  
A lot of PowerPoint presentations are used during our course. Those PowerPoint presentations should meet the following criteria:
    - A number of PP-slides should be minimized (lecture = 45 minutes, of which ten minutes should be left for questions).
    - Not more than seven words per line and not more than 7 lines per slide.
    - No unnecessary noises or visual effects.



- **Motivation of students**

We should try to motivate our students, by explaining to them why they need the things you are tutoring during the lesson.

- **Tutoring methods**

You should use different tutoring methods during your lessons. Lecturing is just one of the methods you can use and it is the least favorite. Students will remember less than 10% of what you have told.

The other methods are “asking questions” and “small assignments”. When you ask questions, students are motivated to think about the subject.

For example: “where should a CIMIC Centre be located?” “Why?” “Which persons would you need in a CIMIC Centre?” etc. Those are questions relating to the topic you are teaching.

The third one is the assignment. You can put people together in small groups and they have to solve a problem or answer questions. They discuss that amongst each other.

For example “for the next assignment the students sitting in the same row will work together. They will have to answer the following questions: where should a CIMIC Centre be located and why? What should a CIMIC Centre look like and why? After 20 minutes of discussing this, we will discuss the results together in the classroom. Then you let the different groups explain their answers.

- **Build up of the lesson**

Each lesson should start with an introduction. In this introduction you explain the topic you will teach, the learning objectives and the reason why the students need to know this. You explain the order in which you will teach the subject and the tutoring methods you will use. After the introduction the core part of the lecture starts. In this part you should achieve the learning objectives. The presentations in our syllabus give you good guidelines for that.

- **Didactical aids**

Everything you need during your lesson has to be present before the lesson starts, such as handouts, books, DVDs etc. You need to be able to use the didactical aids appropriately.

- **Dealing with students**

Dealing with students is a skill you will have to develop. The following are just some guidelines:

- Show them respect at all times. If something goes wrong in the classroom it is always the fault of the teacher.
- If they give a wrong answer, deal with this in a nice and kind way. Don't punish them.
- If they talk too much, interrupt them kindly though decisive. Don't let it continue.
- If they are disturbing the lesson, use proportional means to stop the disturbance. Don't let it continue.
- Motivate them to participate. Ask a direct easy question to someone who has been quiet and then thank him/ her for the contribution.
- Make the lessons interesting by using examples.



12. The instructions/training must be given under the following conditions:

- Presentations in CCOE lay-out
- No PowerPoint page turning
- Discuss and interact with students as much as possible

13. If you feel lost or have questions, please ask the Senior Instructor. He/she is there to support you!

## Appendix A

### Familiarisation program from xx – xx April.

The main task for syndicate coaches is coaching during the syndicate work and being an instructor for some of the lectures.

We will decide during the familiarisation program which syndicate coach will be given which lecture, depending on experience and willingness.

Syndicate Coaches are supposed to be present in Enschede on xx Apr NLT 0900 hr.

#### *Familiarisation Program Schedule:*

<b>xx Apr</b>		
09.00	Start, tour of the building	Course Assistant
09.15	Welcome and Introductions	Branch Chief / Course Director
09.45	Introduction of Familiarisation Program	Course Director
10.00	Presentation of CCOE teaching / coaching	CCOE T&E member
11.30	Lunch	All
13.00	CCOE Cross Cultural Competence Introduction and Explanation Assessment tool	Senior Instructor
14.30	Course schedule first week, including lessons	Senior Instructor
16.00	Familiarization with CCOE Computer System	Course Assistant
16.15	Start preparation lessons and syndicate work	Syndicate Coaches
17.00	End of the working day	All
<b>xx Apr</b>		
08.00	Start of the day, Questions and Answers	Course Director
08.15	Scenario introduction	Senior Instructor
09.00	Course schedule second week Field Workers / preparation lessons and syndicate work SW	Senior Instructor
12.00	Lunch	All
13.00	Course schedule second week Staff Workers / preparation lessons and syndicate work FW	Senior Instructor
16.00	Familiarization with Syndicate Rooms	Course Assistant
17.00	End of the working day	All
<b>xx Apr</b>		
08.00	Introduction Case Studies	CCOE instructors
09.00	Familiarization with Class Room	Course Assistant
09.30	Trial lecture, Syndicate Coaches present their ideas how to conduct the lessons	Senior Instructor
12.00	End of the working day	All

*A welcome by the DIR/DDIR CCOE will be done in between, according to the availability.*