



Fundamental Disaster Management Course Planning Timeline

3 to 6 Months in Advance

Course Consultant (first course only)

- Communicate with course director initially to establish mentorship.
- Develop a communication schedule for regular discussions of problems and issues.

Course Director

- Identify and confirm course consultant (first course only).
- Determine instructors and plan their assignments.
- Develop course schedule and agenda (see Sample Course Agenda).
- Develop skill stations rotation.
- Enter faculty and their assigned modules into the [Licensed Activities Portal](#). Please contact the [SCCM Licensing Team](#) with any difficulty in entering the names of the consultant, director, or instructors.

Course Coordinator

- Make copies of course schedule for learners and instructors.
- Invite instructors and send acceptance response letters.
- Send letters to learners upon enrollment (see Sample Letter to Course Attendees).
- Order additional books if additional learners are expected.
- Arrange equipment for skill stations.

4 to 6 Weeks in Advance

Course Coordinator

- Prepare and send instructor materials. These include:
 - Course schedule, including presentation and skill station assignments
 - Letter to instructors (See Sample Letter to Course Instructors)
 - Printed presentation handouts for assigned topic(s)
 - Copy of chapter(s) associated with assigned presentation(s)
 - Test questions pertaining to assigned topic(s)
- Prepare and send learner materials. These include:
 - Course textbook
 - Letter to participants (See Sample Letter to Course Attendees)
 - Course schedule
 - Map to the course location (optional)
- Contact learners one week after sending the materials. Make sure they have received everything and provide appropriate contact information.
- Remind participants how important it is that they prepare for the pretest.

2 to 4 Weeks in Advance

Course Coordinator

- Prepare posttests and blank answer sheets.
- Remind instructors of their assigned lecture(s), skill station(s), and time(s).
- Check on equipment for skill stations.
- Create a participant roster in the [Licensed Activities Portal](#).
- Assign learners to skill station groups. Create small, manageable groups of no more than 8 learners to one skill station instructor.
- Prepare and assemble instructor packets (to be distributed at course). Each packet should include:
 - Course schedule
 - Skill station group list and rotation, including assignment(s)
- Prepare and assemble learner packets (to be handed out at registration). Each packet should be placed in a folder and should include:
 - Pretest and blank answer sheet
 - Course schedule
 - Skill station group list and rotation
 - *Skill Station Attendance Form*
 - Presentation handouts (optional)
 - Paper for learners to take notes