

31 July 2003

INFORMATION PAPER

SUBJECT: The Instructor Training Course, 5K-F3/520-F3

1. PURPOSE. To provide Information on the Instructor Training Course (ITC).

2. FACTS.

a. The ITC is a two-week course designed for Active Army, Navy, Air Force, Army Reserve, Army National Guard, and civilian personnel who are assigned to the US Army Medical Department Center and School as instructors and/or supervisors of instructors. The course is taught by the Staff and Faculty Development Branch, Department of Academic Support and Quality Assurance, Academy of Health Sciences.

b. The ITC is designed to prepare instructor candidates to assume the basic responsibilities and duties required of an instructor/faculty member within a teaching branch/department. During the course, emphasis is placed on the Systems Approach to Training process, task analysis, learning objectives, lesson plan development, written and performance test items, communication skills, teaching techniques, student counseling, and instructional technology. In addition to the didactic portion of the course, students prepare and provide presentations in which they receive both verbal and written feedback. Upon successful completion of the ITC, the student is awarded an instructor position identifier.

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INFORMATION PAPER

SUBJECT: Orientation to US Army Medical Department Center and School Training Processes

1. PURPOSE. To provide information on the Orientation to the US Army Medical Department Center and School (AMEDDC&S) Training Processes Course (OATP).

2. FACTS.

a. This is a 2-day course designed for personnel who are newly assigned to the AMEDDC&S as senior and mid-level managers, directors, and training developers.

b. The course provides an overview of training processes and related systems that new training managers will employ. Major topics in the OATP include: the Systems Approach to Training Process, the Army Training Development and Management Systems, the Individual and Collective Training Process, resource management procedures, and the Army Medical Department personnel proponent functions.

c. OATP is conducted quarterly by the Staff and Faculty Development Branch, Department of Academic Support and Quality Assurance.

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INFORMATION PAPER

SUBJECT: The Small Group Instructor Training Course

1. PURPOSE. To provide information on the Small Group Instructor Training Course (SGITC).

2. FACTS.

a. The SGITC, 5K-F6/520-F6, is a 40-hour course that prepares instructors for small group instruction, team building, and facilitation. The proponent of the course is the Deputy Chief of Staff for Training, US Army Training and Doctrine Command. The Staff and Faculty Development Branch, Department of Academic Support and Quality Assurance, Academy of Health Sciences, conducts the SGITC with authorized modifications.

b. The SGITC emphasizes learning by doing. The content is focused on the following areas: adult learning theory/practice, experiential learning model, learning style preferences, self-assessment, active listening, intervention, group development, and small group instructional methods.

c. Eligibility is limited to Army Medical Department Center and School personnel who are assigned to an instructor position that requires small group leader certification.

d. The SGITC is scheduled monthly by the Staff and Faculty Development Branch, Department of Academic Support and Quality Assurance, pending demonstrated need.

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INFORMATION PAPER

SUBJECT: Staff and Faculty "Just in Time" Workshops for US Army Medical Department Center and School (AMEDDC&S) Personnel

1. **PURPOSE.** To provide an overview of workshops tailored to meet the needs of the AMEDDC&S staff and faculty.

2. **FACTS.**

a. Content for the workshops includes, but is not limited to, using Automated System Approach to Training, test-item development, writing objectives, multimedia development, Tool Book, facilitating a web-based course, and preparing students for the distance learning environment. The workshops vary in length.

b. These workshops prepare staff and faculty for the many changes taking place within the AMEDDC&S education and training environment. Workshops are tailored to meet customer needs.

c. Workshops are conducted by the Staff and Faculty Development Branch, Department of Academic Support and Quality Assurance.

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INFORMATION PAPER

SUBJECT: Advanced Instructor Training Course

1. PURPOSE. To provide information on the Advanced Instructor Training course (AITC).

2. FACTS.

a. This is a 2-phase course that provides a program of advanced instructor training to experienced instructors in the latest classroom methodologies, training policies, and instruction design techniques.

(1) Phase 1 of the AITC is completed on-line and introduces the student to web-based education and training. Students must establish an account with the Knowledge Exchange and the AITC Web Board. Students must complete this phase prior to phase 2.

(2) Phase 2 is a 5-day on-site program that provides classroom training in adult learning theory, adult education methodologies, advanced presentation design, ethical issues, and advanced distributed learning.

b. Eligibility is limited to Army Medical Department Center and School personnel who have: completed the Instructor Training Course (ITC), spent at least 12 months in an instructor position as a certified instructor, received excellent instructor evaluations during that time period, and have an interest in improving their skills and knowledge of adult education methods and techniques.