



R0445

Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) "Fire and Emergency Services Training Program Management" (FESTPM) course.

In order for the course to be meaningful, you will need to complete the pre-course assignment described on the enclosure before attending this course.

This is a six-day class that starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible.

The NFA classroom environment is computer based. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

If you need additional information related to your course's content or course requirements, please contact Mr. Dan Newland, Training Program Management and Planning, and Information Management training specialist, at 301-447-1157, or by email at [daniel.newland@fema.dhs.gov](mailto:daniel.newland@fema.dhs.gov). Good luck, and I hope to see you on campus.

Sincerely,

A handwritten signature in black ink, appearing to read "Eriks J. Gabliks". The signature is fluid and cursive.

Eriks J. Gabliks, Superintendent  
National Fire Academy  
U.S. Fire Administration

Enclosure



## Pre-course Assignment Instructions

### Training Needs Assessment

1. This pre-course needs assessment paper will identify, describe, and justify a training need in your organization. This assignment is the foundation for assignments throughout the class.
2. In this paper, you will address:
  - a. Summary of the performance problem and a brief possible solution.
    - The solution will be further defined in class assignments.
  - b. Detailed description of the performance problem.
    - Supported by at least two forms of data (may include quality assurance/improvement reports, run data, after action reports, or other departmental/jurisdictional information).
  - c. Justification of why the problem needs to be solved.
  - d. Description of the proposed training solution.
  - e. Identify and describe at least three barriers (internal and/or external) to implementation and successful outcomes for the training solution.
3. Format:
  - a. Cover page.

Training Needs Assessment  
*One sentence description of the need*  
*Student Name*  
*Date*
  - b. Paper length.
    - Four or five pages.
  - c. Citations.
    - Quantity as appropriate for the problem.
    - APA format.
4. Is it a training Problem?
  - a. Performance is the key.
  - b. The problem needs to be centered on performance that can be improved through education and/or training — not a policy, procedure, or resources.

- c. For example, the training necessary to improve a pump operator's performance is a training problem. Developing a task boof for driver/operators is a policy or procedure need, not a training problem.
5. During the course, you will develop a training management plan, have your proposal and presentation reviewed by your peers, and make a presentation requesting support for your plan.
6. You will submit your printed (hard copy) paper at the beginning of class, morning of the first day.

### **Who do I contact with questions?**

If you have questions regarding the class, contact Dan Newland at [daniel.newland@fema.dhs.gov](mailto:daniel.newland@fema.dhs.gov) or 301-447-1157.