Enter Course Title

Enter Course Number

Instructor Guide

Enter Month and Year

Version x.x



## NTED Branded Disclaimer

This program was supported by Cooperative Agreement Number xxxx-xx-xx-xxxx, administered by the U.S. Department of Homeland Security (DHS), National Training and Education Division (NTED). Points of view or opinions in this program are those of the author(s) and do not represent the position or policies of the DHS.

The Federal Emergency Management Agency’s NTED offers a full catalog of courses at no cost to help build critical skills that responders need to function effectively in mass consequence events. Courses include subjects such as weapons of mass destruction terrorism, agroterrorism, cybersecurity, citizen preparedness, and public works. NTED courses include multiple delivery methods: Instructor-led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars), and web-based. Instructor-led courses are offered in residence (i.e., at a training facility) or through mobile programs in which courses are brought to state and local jurisdictions that request the training.

## Partner Branded Disclaimer

[Enter content here.]

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## Course Introduction

[Enter course introduction here.]

## Icon Map

|  |  |
| --- | --- |
| Animated Slide Icon | **Animated Slide:** Denotes a slide with animation requiring instructor interaction |

|  |  |
| --- | --- |
| Definition Icon | **Definition:** Key term that is often field-specific and may be unfamiliar |

|  |  |
| --- | --- |
| Discussion Icon | **Discussion:** Instructor-facilitated, large-group discussion |

|  |  |
| --- | --- |
| Example Icon | **Example:** Descriptive illustration to show or explain a course concept |

|  |  |
| --- | --- |
| Handout Icon | **Handout:** Additional information provided to facilitate the scenario-based activity |

|  |  |
| --- | --- |
| Instructor Hint Icon | **Instructor Hint:** Instructor note that aids in administration and the flow of instruction |

|  |  |
| --- | --- |
| Instructor Transition Icon | **Instructor Transition:** Indicates that the instructor team members will switch roles |

|  |  |
| --- | --- |
| Key Point Icon | **Key Point:** Essential learning concept and discussion |

|  |  |
| --- | --- |
| Knowledge Check Icon | **Knowledge Check:** Assess learners’ knowledge or application of course content |

|  |  |
| --- | --- |
| Moderator Icon | **Moderator:** During online instruction, indicates actions required of the instructor designated in the Moderator role, such as launching polls and moderating the online chat |

|  |  |
| --- | --- |
| Next Segment Icon | **Next Segment:** An indication to advance the practical exercise scenario presentation to the next segment |

|  |  |
| --- | --- |
| Online Breakout Rooms Icon | **Online Breakout Rooms:** During online instruction, indicates that participants will go into breakout rooms |

|  |  |
| --- | --- |
| Online Interaction Icon | **Online Interaction:** During online instruction, indicates the use of an interaction tool such as chat, raise hand, etc. |

|  |  |
| --- | --- |
| Participant Note Icon | **Participant Note:** Additional information for participants |

|  |  |
| --- | --- |
| Pause Instruction Icon | **Pause Instruction:** An indication to pause instruction and draw attention to an audio and visual presentation |

|  |  |
| --- | --- |
| Poll Icon | **Poll:** Indicates where a polling activity will take place; used for both in-person classes (such as Turning Point) and online classes (such as Zoom) |

|  |  |
| --- | --- |
| Resource Icon | **Resource:** Reference to books, websites, articles, and other external information sources |

|  |  |
| --- | --- |
| Video Icon | **Video:** Video clip that reinforces the course content or facilitates the scenario’s progression |

|  |  |
| --- | --- |
| Workbook Icon | **Workbook:** Indicates that participants should turn to the referenced page in the Participant Workbook to complete an activity |

Module  
1  
[Module Title]

## Module Administration

[Duplicate this page for each lesson. Please delete this paragraph prior to submitting the document for review.]



Slide X-X, Slide Title.

[Enter course content here]

### Duration

[Enter lesson duration]

### Scope Statement

Enter scope statement.

### Terminal Learning Objective (TLO)

By the end of this module, participants will be able to…

### Enabling Learning Objectives (ELOs)

By the end of this module, participants will be able to:

1. ...
2. ...

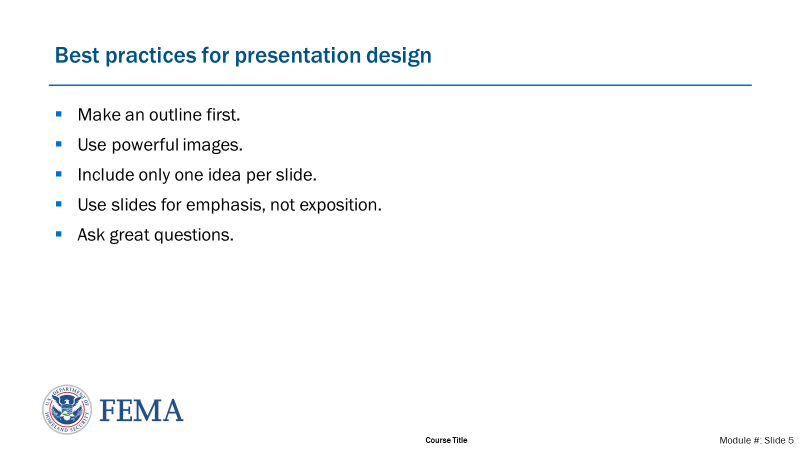
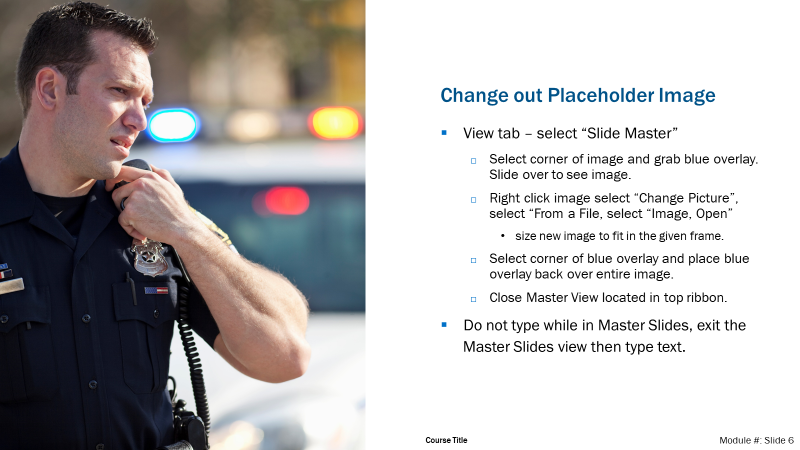
|  |  |
| --- | --- |
| Instructor Hint Icon | **Instructor Hint: Instructor to Participant Ratio, Practical Exercise Statement, Assessment Strategy, and Resources will be included in Instructor Hints as applicable to each module.**  **Instructor to Participant Ratio:**  **Practical Exercise Statement:**  **Assessment Strategy:**  **Resources:** |

## Heading 2 Style

### Heading 3 Style

Course Content Text style

1. Number List Style
2. Number List Style

Slide X-X, Slide Title. Slide X-X, Slide Title.

### Heading 3 Style

Course Content Text Style

* Bullet Level 1 style
  + Hit tab from Bullet Level 1 to make sub bullets

#### Heading 4 Style

Course Content Text

##### Heading 5 Style

Course Content Text

###### Heading 6 Style

Course Content Text

## Summary



Slide X-X, Slide Title.

Insert module summary paragraph

## Reference List

[Enter the reference documents used during the writing of this module content. Type “None” if the module authors did not use any references.

Reference List entries, and blank spaces in between each entry, are in Reference List Text style. Use the Emphasis style to apply italics character formatting as needed.

For 508 compliance, web URLs and any hyperlinked text should be active, that is, when you mouse over the link, a message should appear about holding the CTRL key and clicking the link to access the web page. An active web link can also be created by applying the Hyperlink style to the full URL text.]