The following document provides basic information to help instructors conduct a successful e-ISuite training session.

- All instructional materials are available on the e-ISuite website http://famit.nwcg.gov/applications/eISuite.

Website menu:

- User Support
  - Help Desk Info
  - Helpful Resources
  - Instructor Curriculum
  - NAP
  - Online Tutorials
  - Quick Reference Cards (QRCs)
  - User Guides

Materials

- Helpful Resources
  - Link provides a listing of documents containing supplemental information for instructors and students.
- Instructor Curriculum
  - Link provides information on draft Agendas and Unit materials. Chart displays what documents are needed to instruct each unit, includes links to: Notes, User Guides, Powerpoints, Exercise Handouts and Helpful Resources documents.
- NAP
  - Link provides instructions on how to obtain a NAP account.
- Online Tutorials
  - Link provides listing of Tutorials which can be used to supplement student comprehension.
- Quick Reference Cards
  - Link provides list of available QRCs which should be pointed out to students.
- User Guides
  - Link provides list of available User Guides which can be accessed within the application by clicking on the HELP button. They can be printed or accessed online in the application using hyperlinks to search for specific topics.

e-ISuite Training Session Setup

Enterprise:

NOTE: Currently, Enterprise is taught as a "show and tell" unit by the instructor. It is strongly advised that it be taught in this manner to achieve learning objectives.

- Training computers must have Internet access for Enterprise.
- Ensure students are aware they need to have a NAP account in order to work in Enterprise.
  - There may be some students who will not qualify for NAP accounts.

Site:

- Downloading and installing SITE:
  - Click on the Site Downloads link on the e-ISuite website.
    - Use the link for **e-ISuite Site-Training Full Install** to upload the latest version.
      - Read the Release Notes prior to installing.
      - Click on the e-ISuite Site Installation PPT as an aid to walk-thru the installation process.
      - At this point, click on the e-ISuite Site-Training Full Install link and follow the administrator steps in the e-ISuite Site Installation PPT.
  - Perform an initial Account Manager Account Setup.
- Generic user names and passwords for students have been set up in advance in the Training folder.
  - User Names/Passwords: pplans and ffinance with Changemenow1! as the password.
  - Have students import these accounts into Site to see how to import users into a Site system. Students will be using these accounts for exercises.
- There are 2 ways for students to access the Site application:
  1. Students perform the Site installation on their computers as a class exercise. Instructor will provide the .exe Site file to each student. This can be preloaded on training centers computers or downloaded to students by using multiple external drives containing the .exe file during the session.
  2. All students bring their own computer. Portable drives would be used for students to download the e-ISuite .exe install file. Each student must download the file in order to complete the installation during class.

Instructor Preparation

Preparing for Training

- Book meeting rooms early. Advise attendees of the location and provide maps, if needed.
- Confirm the number of attendees.
- Confirm that computers for each attendee are available or attendees are bringing their own computers. Be sure sufficient power strips are available.
- Confirm the meeting room reservation.
- Assemble a backup emergency kit, including markers, masking tape, name cards, pencils and pens.
- Test the equipment to make sure it is ready for presentations.
- Confirm that training binders are assembled and shipped to the training location if using printed manuals.
- Available on the website under Instructor Curriculum:
  - Exercise handouts: Make sure there are sufficient handouts available.
  - Final course evaluations are available.

NOTE: If you are training on the Cost module, make sure you bring copies of a **Cost Share Agreement** that your area uses. You will need these when you are teaching the Cost Apportionment section.

Day of the Session

- Know your material thoroughly.
- Arrive at the training room early.
- Make sure all students can see the visuals and have access to a computer.
- Check all equipment to make sure it is working properly.
- Make sure the instructor/podium computer has e-ISuite .exe file installed.
- Mingle and get to know the students before the training session begins.
- Pass around the class signup sheet.

Start of the Session

- Begin on a high note.
- Memorize the opening to start off strongly and set the tone for the class.
- Introductory PPT is available on the website, under Instructor Curriculum.
- Introduce yourself and have the class members introduce themselves.
- Tell students what you expect of them and what they can expect of you.
- Provide other important information, such as rest room locations, fire exits, etc.
- Make the objectives clear.
- Review the agenda.

During Training

- Review the previous day's training.
- Keep on schedule by:
  - Negotiating break lengths with participants
  - Not waiting for stragglers
- Do not be afraid to admit you don't have an answer to a question. Ask others if they know the answer or try to find the answer and get back to the person once the answer is known.
- Repeat questions to make sure all of the class members heard it.
- Have students complete an evaluation.
- Have a cadre meeting after each day to discuss how the session is going, issues, etc.
- Draw information out of the group whenever possible.

Daily AAR and A.M. Briefing

This is an option which may be helpful in catching student issues and solving them before class ends. Perform a daily AAR at the end of each day. Next morning review items.

- 2-3 students should give feedback to an instructor scribe. Comments can be: what was good, needs improvement, etc. Write comments down.
- The next morning, review the items for the class from the AAR and ascribe a solution to outstanding items, such as: it will be covered today, start day off with more fully answering questions, etc.
- Review the agenda for today.

Close of Session

- Have students complete their course evaluation.
- Hand-out course certificates.

Tips for Trainers

This section contains some general training tips.

- **Attend a Facilitative Instructors class.**

- **Review the NWCG's Course Coordinator's Guide (NFES 2262/PMS 907).**

- **Engage the audience and make the presentation portions of the training more interactive by:**
  - using a variety of question types to involve students more directly.
  - relating the application to the students' individual situations.
  - allowing students to share experiences that would relate to using the application.

- **Keep the energy moving by:**
  - changing something in the environment or presentation every so often (i.e. new visuals, activities, questions, new problem solving challenges, etc.)
  - moving around as you teach. Do not stand in a single place behind a podium. Make sure you know the material enough so you can move around the room.
  - showing enthusiasm.
  - asking a trivia question after each break. Give a prize or some special treat to the winner.

- **Items to be aware of:**
  - **Content**: Make sure you know the concepts, procedures, sequences, screen locations, tips, etc., before teaching the class.
  - **Room and Technology Management**: Make sure the room is not too hot or cold and that there is enough room for everyone without it being crowded. Make sure the correct equipment is in the room and working.

Group Dynamics: Check to make sure the participants are paying attention and understanding the content. Make sure you are aware of the group's mood by looking for signs of boredom, confusion, excitement, etc. Adjust your teaching method based on the mood.