

---

---

Fundamentals of Instruction and Facilitation  
ARC 3090-1 Revised: September 1998  
Fact Sheet Revised: November 2009

---

**Description** *Fundamentals of Instruction and Facilitation* is a self-study, basic level course. Participants observe a video, which demonstrates how to represent the American Red Cross, how to apply adult learning principles and instructional strategies required of basic level Disaster Services instructors. Participants work through the materials at their own pace using a self-study workbook and course video. At the conclusion of the training, participants complete a self-administered, multiple choice question course review.

Completing *Fundamentals of Instruction and Facilitation* is a preliminary step to becoming a Disaster Services basic instructor, and a prerequisite to taking the *Disaster Instructor Specialty Training* (DIST) course.

---

**Purpose** The purpose of this course is to provide basic information about the skills, abilities and knowledge needed to become a basic instructor in the American Red Cross Disaster Training System.

---

**Learning Objectives** After completing this course, participants will be able to—

- Describe how to represent the Red Cross and be an effective instructor and facilitator.
- Describe the learning process and how it relates to the adult learner.
- Describe basic instructor functions, teaching methods and how to use them.
- Describe how to facilitate simulations.
- Identify how to plan for a teaching assignment.
- Explain future career actions and direction.

---

**Audience** Employees and volunteers of the Red Cross who want to be active instructors and facilitators for basic level disaster training courses.

---

**Prerequisites** *Fulfilling Our Mission: Translating Your Compassion Into Community Action* (DSGEN200A, Rev. 09/07)

---

**Length** The length of time for this self-study course will vary by participant. The video, *Fundamentals of Instruction and Facilitation*, has a running time of one hour, 15 minutes. The participant has several activities to complete in the participants workbook.

Upon completion, the participant must return the video, completed course review and course evaluation to the chapter contact or to the *Disaster Instructor Specialty Training* (DIST) course instructor to receive a course certificate.

---

## Scheduling

Participants can obtain the self-study workbook and video from their local Red Cross unit. Chapters also have the option of scheduling a specific time during which a small group of participants may work through the materials and provide feedback to one another.

It is recommended that participants who intend to enroll in *Disaster Instructor Specialty Training* (DIST) complete *Fundamentals of Facilitation and Instruction* close to the time they begin the DIST course.

---

## Materials

- *Fundamentals of Instruction and Facilitation* Participant's Workbook (A3090-1)
- *Fundamentals of Instruction and Facilitation* Video (A3090-1V or A3090-1DVD)
- DVD or VHS player and monitor/TV
- Participant evaluations (F5898B) (one per participant)

Note:

The participant workbook and course fact sheet are available on CrossNet.

The following course materials are available for purchase from the DocStore:

- Printed copies of the participant workbook
- *Fundamentals of Instruction and Facilitation* DVD (A3090-1DVD)

Questions or comments concerning this course should be emailed to [DisasterTraining@usa.redcross.org](mailto:DisasterTraining@usa.redcross.org).

---

## Data Management

To enter course information:

- Learning Management System (LMS), use ARC 3090-1
  - Chapter Environment Resources System (CHERS), use ARC 3090-1
  - Disaster Services Human Resources (DSHR), use FIF
-