

OTWE

OFFICE of TRAINING & WORKFORCE ENGAGEMENT



TWENTY LAYERS
TRAIN TO ONE MISSION

SPOT Basic Interim Training Train-the-Trainer (T3)

Lesson 1: Welcome and Introduction

TSA 15-00014 - 005396



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Objective

By the end of this lesson, participants should be able to provide an overview of the SPOT Basic Interim Training T3 course purpose and facilitator responsibilities.



Activity: Introductions

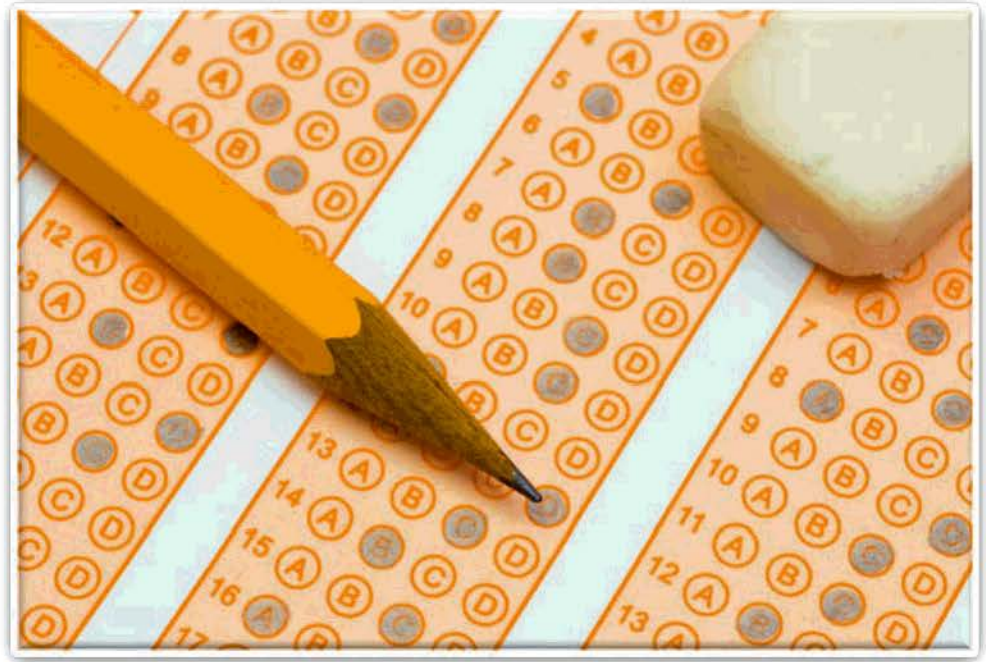
Let's begin with an activity that focuses on how to facilitate introductions in the classroom.



Course Goals

By the end of this course, participants should be able to:

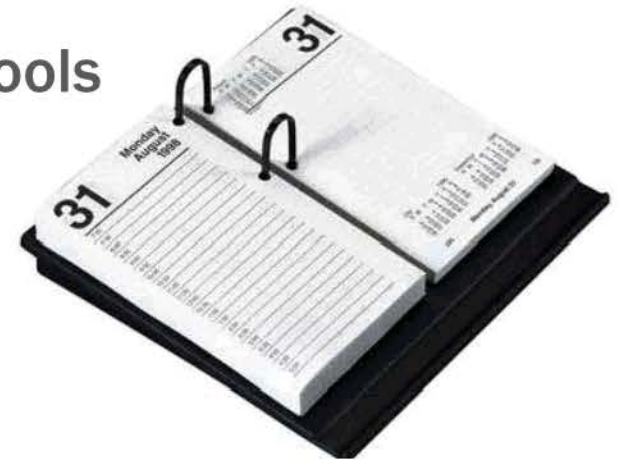
- Review classroom logistics
- Arrange an airport visit
- Facilitate classroom activities



T3 Agenda

There are five lessons in the SPOT Basic Interim Training T3 course. They are:

- Lesson 1: Welcome and Introduction – 30 min
- Lesson 2: Technology, Materials, and Tools – 1.5 hours
- Lesson 3: Facilitation, Discussion, and Casual Conversation (CC) – 2.5 hours
- Lesson 4: Instructional Strategies– 2.5 hours
- Lesson 5: On the Job Training Checklist (OJT) and Job Knowledge Test (JKT) – 1 hour



Logistics Information

Listed are topics to consider concerning the learning environment:

- Access and escort requirements
- Cell phones
- Restrooms and emergency exits
- Smoking policy
- Food and beverages
- SSI policy
- Promptness
- Participation



Classroom Norms

It is important for instructors to set classroom norms on the first day of training after logistics are discussed. This sets the tone and expectations for the course.



Summary

Participants should now be able to provide an overview of the SPOT Basic Interim Training T3 course purpose and facilitator responsibilities.



Questions



TSA 15-00014 - 005405



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TWENTY LAYERS
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SPOT Basic Interim Training Training Train-the-Trainer (T3)

Lesson 2: Technology, Materials, and Tools

TSA 15-00014 - 005406



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Objectives

By the end of this lesson, participants should be able to:

- Identify the materials necessary to deliver the course
- Describe the course layout and elements of the IG
- Describe the technology used in the course and the classroom set-up



Site Tour

The instructors should arrange for a site tour with the airport Point of Contact (POC) on the day of arrival on the day before the Basic Interim Training course begins. The intent is to:

- Locate and inventory the shipped class materials
- Set up the equipment
- Inspect the classroom(s)
- Organize the space
- Meet your airport Point of Contact (POC), if possible



Site Inspection

Meet or discuss with your airport POC in advance regarding:

- Airport visits
- Room maintenance
- Confirmation of the designated training area(s)
- Security access requirements

Consider arrangements for the first day of the SPOT Basic Interim Training course:

- Evaluate the space available for activities
- Ensure that all electrical equipment is operating
- Make sure electrical cords are taped to the floor



Site Inspection

Other arrangements that should be made prior to class include:

- Create necessary charts and title any additional flowcharts needed for the lesson; ensure the selected markers are clearly visible from the back of the room.
- Place participant supplies and materials at tables.
- Locate restrooms, break, and lunch facilities, if necessary.
- Determine the location and access for photocopy equipment and a paper shredder.



Kit Inventory

Inventory all training materials including the Participant Guides (PG), the curriculum disc, and other resources the day before the training begins. There is a one inventory checklist of materials included in each kit as well as one OJT checklist.



Charting

Suggestions for recording information on a chart:

- Do not use colors that are not visible to participants
- Headline information at top of chart (for example, Charting)
- Summarize for brevity
- Capture all of the participants' information



Course Preparation – Instructor

Let's take a moment to review some points about how to prepare for the course as well as your role as the instructor.



Instructor Guide (IG) Icons



Activity – identifies where activities take place.



Facilitated Discussion – identifies where discussions led by the instructor take place.



Reference – identifies materials for the participant to reference.



Click – identifies click-based animation.



Chart – identifies where the instructor should use charts or where discussion points be charted.



Question Mark – identifies where the instructor should ask questions.

IG Instructional Tips

Besides the icons, other helpful tips exist in the IG including:

- Teaching points –share with participants.
- Instructor notes – include instructional information.
- Review questions – used to review material.
- Italicized text – areas where information should be read.
- Slide thumbnail images – link the instructional information to the slide for reference.



IG Instructional Tips

Use the Teaching Points, Instructor Notes, review questions, italicized text, and slide thumbnail images to:

- Review concepts (after information is presented)
- Facilitate discussions
- Emphasize facts
- Explain information
- Give examples

If you feel that your audience does not understand an important concept, use these tips to review before moving on.



Preparing the IG

Each instructor has a unique way of addressing the instructional materials, using the IG as a basis to return to for consistency across the training. Each instructor employs a different technique.



Click-based Presentation

This course uses click-based slides throughout the lessons to:

- Reveal steps in a process
- Demonstrate pieces of information to participants
- Show correct answers



Open a Presentation File

Follow these steps to enable the presentation:

1. From the curriculum disc folder, open the **Presentation (PS)** folder.



Name	Date modified	Type	Size
Admin	5/26/2013 11:20 PM	File folder	
HO	5/26/2013 11:20 PM	File folder	
IG	5/26/2013 11:20 PM	File folder	
PS	5/26/2013 11:20 PM	File folder	
Videos	5/26/2013 11:20 PM	File folder	

2. Select and double click the desired lesson.

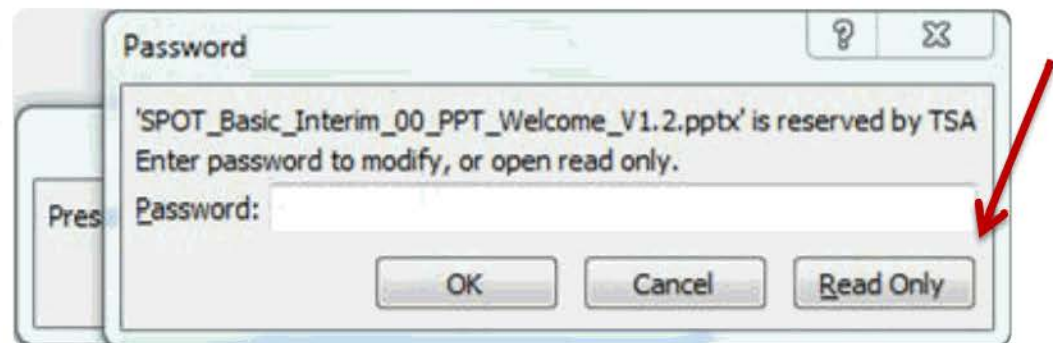
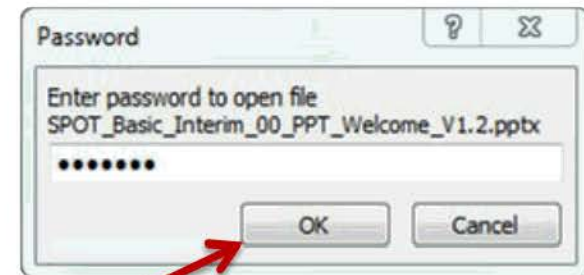


Name	Date modified	Type	Size
SPOT_Basic_Interim_00_PPT_Welcome_V1.2	12/10/2012 2:33 PM	Microsoft PowerP...	608 KB
SPOT_Basic_Interim_01_PPT_Overview_V1.2	12/10/2012 2:34 PM	Microsoft PowerP...	1,194 KB
SPOT_Basic_Interim_02_PPT_Baseline_Anal_V1.2	12/10/2012 2:34 PM	Microsoft PowerP...	1,901 KB
SPOT_Basic_Interim_03_PPT_WTL_V1.2	12/10/2012 2:35 PM	Microsoft PowerP...	2,650 KB
SPOT_Basic_Interim_04_PPT_Referral_V1.2	12/10/2012 2:35 PM	Microsoft PowerP...	2,202 KB
SPOT_Basic_Interim_05_PPT_Report_V1.2	12/10/2012 2:36 PM	Microsoft PowerP...	3,774 KB



Open a Presentation File

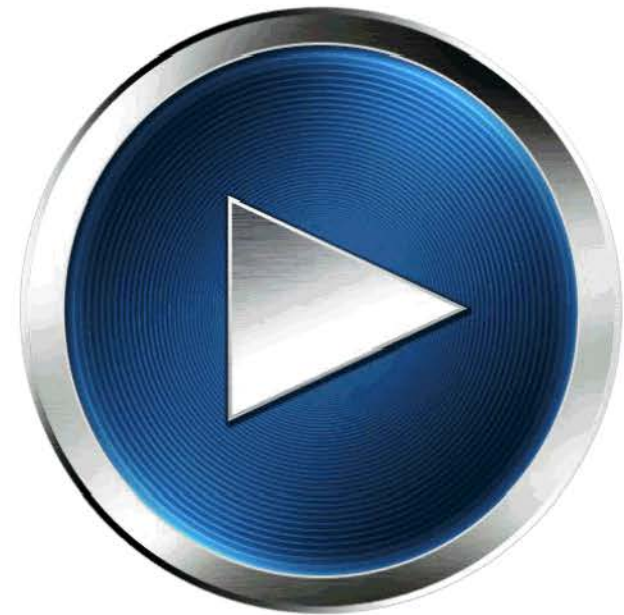
3. A pop-up menu will prompt you to enter a password. Enter the password and select "OK."
4. A second pop-up password menu will appear. Select "Read Only."



5. Select the small audio visual screen icon in the bottom right tool bar. Expand the window size to full screen for optimal visibility and begin the presentation.

Activity: Practice Video

1. Copy the curriculum disc to the computer desktop.
2. Open the curriculum disc folder.
3. Open the Videos folder from the curriculum disc.
4. From the curriculum disc folder, select and double click the Videos folder.
5. Choose a video and select the play button.



Summary

Participants should now be able to:

- Identify the materials necessary to deliver the course
- Describe the course layout and elements of the IG
- Describe the technology used in the course and the classroom set-up



Questions



TSA 15-00014 - 005424



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TWENTY LAYERS
TRAIN TO ONE MISSION

Screening of Passengers by Observation Techniques (SPOT) Refresher Training Train-the-Trainer (T3)

Lesson 1: Welcome and Course Overview

TSA 15-00014 - 005425



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Objective

By the end of this lesson, participants should be able to provide an overview of the SPOT Refresher Training T3 course purpose and facilitator responsibilities.



Introductions

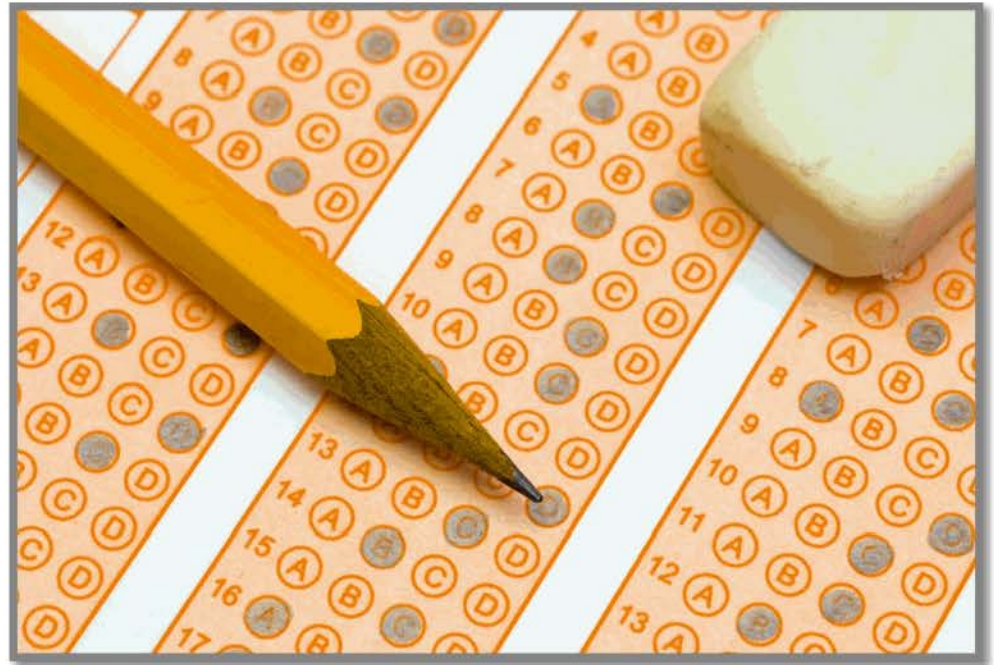
Let's begin
with class
introductions.



Course Goals

By the end of this course, participants should be able to:

- Describe instructional strategies used in the field
- Identify updates made to the *SPOT Standard Operating Procedures (SOP)*, *SPOT Referral Report*, and the *Behavioral Indicator Reference Guide*



T3 Agenda

There are four lessons in the SPOT Refresher Training T3 course. They are:

- Lesson 1: Welcome and Introduction – 20 minutes
- Lesson 2: SPOT Process and Purpose – 1 hour
- Lesson 3: *Behavioral Indicator Reference Guide* Scenarios – 1 hour
- Lesson 4: SPOT Reporting and Referral Screening Process – 1 hour



Logistics Information

Listed are topics to consider concerning the learning environment:

- Access and escort requirements
- Cell phones
- Restrooms and emergency exits
- Smoking policy
- Food and beverages
- SSI policy
- Promptness
- Participation



Classroom Norms

It is important for instructors to set classroom norms on the first day of training after logistics are discussed. This sets the tone and expectations for the course.



Summary

Participants should now be able to provide an overview of the SPOT Refresher Training T3 course purpose and facilitator responsibilities.



Questions



TSA 15-00014 - 005434



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