1. Course Title

Methods of Technical Course Development

2. Identification Number (ID)

971

3. Purpose of the Course

To provide the technical skills and methods required to develop technical materials to support technical training in an international environment. It will focus on the development of materials to support the two methods used most often at the NATO CIS School: classroom instruction and practical exercises.

4. Learning Objectives

Upon completion of the course, the qualified student will be able to:

- Describe NATO’s QA Process in the development of training materials
- Explain the use of Learning and Enabling Objectives
- Demonstrate the correct method of developing Objectives
- Identify the main elements of Program of Instructions (POIs)
- Explain and demonstrate the correct preparation of classrooms and laboratories
- Demonstrate the correct method of developing practical exercises
- Explain the methods for evaluation of student performance
- Demonstrate the correct method of developing examination questions
- Describe NATO’s E-Learning program
- Describe NATO’s ADL program
- Demonstrate the correct method of developing materials to support ADL Courses

5. Qualification

NATO CIS Technical Course Developer

6. Student Criteria

1. Students must be familiar with MS Word and MS PowerPoint.
2. The student must be assigned to a NATO or National Training Facility as an instructor in a technical field.
3. Have met the Background Knowledge Prerequisites for this course.
4. Have completed the NATO CIS Technical Instructor Course (970) or equivalent National Instructor Course.

7. Rank

NATO UNCLASSIFIED
8. Language Proficiency

According to STANAG 6001: English SLP 3232

9. Security Clearance

NATO/PfP/MD/ICI/PatG/UNCLASSIFIED

10. Course Length

5 working days

11. Special Instructions

- All students will undertake a final exam at the completion of the course.
- All students will undertake practical exercises to demonstrate the ability to apply the skills that were taught.

12. Class Size

- Maximum
- Recommended
- Minimum

8/8/4

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material

15. Location

The course is conducted at the NATO Communications and Information Systems School (NCISS), Latina Italy.

16. Background Knowledge Prerequisites

1. Students must be familiar with MS Word and MS PowerPoint.
2. The students must have basic computer skills including the use of mouse, keyboard and printer.
3. The students must be familiar with the use of a graphical user interface (GUI) like windows.