

A collaboration with Maine Bureau of Labor Safety Works & Maine Fire Service Institute

# TRAINING OPERATIONS IN SMALL DEPARTMENTS

This 2-day National Fire Academy course is designed to provide students with some basic tools and skills to coordinate training in a small fire and emergency medical services organization. A training function in a smaller department may include conducting training drills and coordinating training with a nearby larger city or state training function.

Designed for: Fire and rescue personnel who coordinate training in small departments. Volunteer firefighters and officers who instruct in small fire and rescue departments. Fire personnel serving on training committees. Training officers in volunteer fire departments.

**MAINE**  
DEPARTMENT OF  
**LABOR**

Prerequisites: ICS-100-level (Q0462) and ICS-200-level (Q0463), available through NFA Online. Chief's signature attests prerequisites.  
*Note: Students who have taken NFA's "Challenges for Local Training Officers" (R0815) are not encouraged to take this NFA O0290 program.*

**Location: SafetyWorks Training Institute**  
45 Commerce Dr, Augusta

**Date: February 11 & 12, 2025**

**Time: 0800 - 1600 both days**

Course content includes:

- Leadership issues in fire service training
- Identifying legal issues affecting training function, including understanding of a standard of care and impact of OSHA and NFPA standards
- Safety considerations in training
- Marketing training internally
- Identifying ways to justify training needs
- Resolving training conflicts using appropriate conflict resolution techniques
- Selecting/evaluating training curricula and materials from outside sources
- Effective delivery and evaluation of training



**STEP 1:  
REGISTRATION  
REQUIRED**

REGISTER AT  
[safetyworksmaine.gov/training](https://safetyworksmaine.gov/training)



**STEP 2:** Check for an email with directions to register with the NFA a week before program starts. Must know your SID#.

**FREE PROGRAM**



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