



Emergency Management Group Online Training Guidelines

Purpose

The purpose of this document is to provide guidelines for group learning using online courses available on the Manitoba Emergency Management Learning Management System (LMS).

Online Training

One of the ways in which community emergency preparedness programs and leaders can support employee and volunteer development is to engage the team in online training. Manitoba Emergency Measures Organization (EMO), supported by partners and stakeholders, have developed online courses to reflect the knowledge that has always been considered essential for those engaged in emergency preparedness and management in Manitoba. Online learning promotes equal accessibility to this core training.

Benefits of online learning:

- Flexible scheduling
- Ease of accessibility
- Ability to provide just-in-time training
- Range of activities to meet different learning styles
- Time to absorb the material and work at the learner's own pace
- Cost-effective for providing training to large groups

Supporting Group Online Training

Although Manitoba EMO's online courses were designed for individual access, it is understood that some may prefer a group to be trained at one time and together. To enable this, Manitoba EMO has provided the following guidelines and requirements in support of group online training.

- ✓ Identify who will organize and supervise the group online training session.
 - Organizers/supervisors ideally should be leaders in the subject field. For example, Municipal Emergency Coordinators, Fire Department Trainers, Elected Council, Emergency Social Service Leads, are good choices.
- ✓ The organizer, must read, and understand the [EMO Emergency Management Group Online Training Guidelines](#) and send a signed copy to the Training Program Coordinator at emotraining@gov.mb.ca for approval and to receive course documents. Course documents sent to you *may* include:

- Sign In Sheet
- Course Knowledge Check
 - **NOTE:** Printing of required documents and other resources including Participant Guides are the group's responsibility.
- ✓ Set your group training date and location.
- ✓ Have your group training participants, as well as yourself, create an account on the LMS at www.manitobaemotraining.ca at least 2 business days prior to your scheduled training date.
- ✓ As organizer/supervisor, it is highly recommended that you personally complete the training prior to your group session. Well ahead of time, ensure you are proficient in the course navigation features and understand all course content. If you have questions please address them to emotraining@gov.mb.ca.
- ✓ On the date of your session, have your group sign the group learning sign in sheet prior to commencing the group online training.
- ✓ Provide course documents to group (Knowledge Check, other course resources as appropriate).
- ✓ Sign into the LMS using your account details.
- ✓ Conduct the online course training as appropriate.
- ✓ Conduct Knowledge Check. Each member of the group must complete a paper Knowledge Check.
 - **NOTE:** Depending on the course selected, it is understood that the group may discuss and answer the knowledge check together; however, Manitoba EMO requires Knowledge Checks from each person to be forwarded for tracking and certificate purposes.
- ✓ Advise group that course certificates will be available to be printed via their LMS accounts 5-10 business days after Manitoba EMO has received documents from the Organizer/Supervisor.
- ✓ Advise emotraining@gov.mb.ca when training is completed and of any issues or outstanding questions that resulted. Send electronic or hard copies of course documents (Sign In Sheet, Knowledge Checks) to Manitoba EMO Training Program Coordinator.
- ✓ Members will be able to access their course certificate on the LMS using their previously created account. The certificate can be found under the course title in the *Get your Certificate* box under Group Training Certificate.
 - **NOTE:** Course Feedback Forms must be submitted online to receive course certificates.
- ✓ Save group training session details for your future reference.

More Information

As the organizer/supervisor for your group training session, you may want to print off copies of the Participant Guides or other documents found under the resource tabs of the courses. Alternatively, members may access the online course after your session to print/download the resources themselves. Doing this will not affect their completion status for the course.

Set enough time for your group session to allow for breaks, questions and discussions. Set the pace of the training to allow everyone to absorb the material.

Smaller groups are easier to manage. It is recommended that group size not exceed 20 members.

Please contact the Manitoba EMO Training Program Coordinator or Manitoba EMO regional staff if you require advice on how to conduct your group training session.

Following these Group Training Guidelines ensures that your members will receive credit for having completed the courses online. This will be beneficial for further training or opportunities where proof of completion may be required (e.g. course prerequisites).

Note: ICS100 – Introduction to Incident Command System is not available as a group training option. The Manitoba Office of the Fire Commissioner is the authority having jurisdiction for ICS training in Manitoba and questions regarding the delivery of ICS training should be addressed to the Manitoba Emergency Services College at mescocr@gov.mb.ca.

Emergency Management Group Online Training Request Form



Group Training Organizer/Supervisor Information		
Last Name	First Name	Municipality/Organization:
Email:	Phone:	Mobile:
Proposed Date of Training:	Location:	Course Name:

I have read and understood the Manitoba EMO Emergency Management Group Online Training Guidelines and agree to conduct the group training accordingly.

Signature:

Date:

Provide copy to:

Training Program Coordinator
 Manitoba Emergency Measures Organization
 Email: 1525 – 405 Broadway
 Winnipeg MB R3C 3L6
 Fax: (204) 945-4929
emotraining@gov.mb.ca

Manitoba EMO Use		
Date Received:	Approved by:	Documents Sent:
Online Group Training Completed:	Documents Received:	LMS Updated: <input type="checkbox"/> Data <input type="checkbox"/> Email