**Instructor II 2023**

**Study Guide**

1. Explain how videos are listed and identified in a lesson plan.
2. Explain the difference between an in-service drill and formal training.
3. Identify and explain the seven most common methods of instruction.
4. Describe the procedure for writing the evaluation plan.
5. Explain the advantages of a multiple-choice test.
6. Describe the ABCD method for developing objectives.
7. Explain the process for developing the evaluation portion of a lesson plan.
8. Describe the relationship between resource management of training equipment and training goals of the department.
9. Explain the difference between a formative evaluation and a summative evaluation.
10. Define the following terms:
    1. Budget cycle.
    2. EEOC Title VII
    3. Freedom of Information Act.
    4. NFPA 1401.
11. Identify and explain the nine main parts of a lesson plan.
12. Explain the difference between instructor-centered learning and student-centered learning.
13. Describe an arrangement test.
14. Identify the components of an evaluation form.
15. Explain how to eliminate bias from a lesson plan.
16. Identify the three components of a multiple-choice question.
17. Explain the difference between technical-content validity and criterion-referenced validity.
18. Identify the components of a training policy.
19. Identify the two basic categories of training resources.
20. Define inventory control as it pertains to training resources.
21. Explain the importance of training records.
22. Describe the responsibilities of a supervising instructor.
23. Identify who is responsible for conducting the safety briefing before training begins.
24. Explain the differences between coaching, mentoring, challenging, and delegating.
25. Explain the difference between a base budget and an operating budget.
26. Identify the difference between an Instructor 1 and Instructor 2 pertaining job performance requirements (responsibilities).
27. Describe the process for evaluating an instructor.
28. Identify the cons of true/false tests.