



U.S. Department of Transportation  
**Federal Highway Administration**

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# INSTRUCTOR NEWSLETTER

Improving the Performance of the Transportation Industry  
through Training | August 2015

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## New Instructor Development Course Dates Announced

Both new and experienced instructors can benefit from the knowledge and skills developed in this multi-day Instructor-led Training. This course is intended for instructors who will be delivering interactive training to adult learners and will prepare students with essential adult learning principles. [Sign up today](#) for one of the following sessions:

### **[FHWA-NHI-420018](#) (3.5 day)**

**Arlington, VA:** November 17 – 20, 2015 (Tentative)

**Phoenix, AZ:** October 19 – 22, 2015

**Atlanta, GA:** October 13 – 16, 2015

**Arlington, VA:** October 6 – 9, 2015

**Orlando, FL:** September 15 – 18, 2015

### **[FHWA-NHI-420018A](#) (4.5 day)**

**Arlington, VA:** September 14 – 18, 2015

NHI is also excited to announce that a Web-conference Training of its Instructor Development Course (IDC) will pilot this fall with a limited number of select participants. Additional sessions will be offered throughout the new fiscal year.

Anyone interested in [hosting](#) an Instructor Development Course can [contact Carolyn Eberhard](#) at (703) 235-0952.

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## NHI Welcomes New Certified Instructors

Congratulations to the following instructors for receiving their certification during the second and third quarters of fiscal year 2015. Successfully completing our [Instructor Development Course](#) is one of the first steps in becoming an NHI Certified Instructor.

**Doug Atkin**, FHWA Division Office, Lincoln, NE  
**Stephen Bartha**, FHWA Division Office, Cambridge, MA  
**James Grove**, FHWA, University of Iowa  
**Hillary Isebrands**, FHWA Resource Center, Lakewood, CO  
**Daniel Jenkins**, FHWA Headquarters, Washington, DC  
**Mark Leonard**, FHWA Resource Center, Lakewood, CO  
**Thomas Moreland**, Kilgore Consulting and Management  
**David Mraz**, FHWA Division Office, Lincoln, NE  
**Michele Palicka**, FHWA Resource Center, Atlanta, GA  
**Brenda Red Wing**, FHWA Division Office, Bismarck, ND  
**Anthony Sarhan**, FHWA Division Office, Olympia, WA  
**Roy Siegel**, FHWA Division Office, Olympia, WA  
**Derek Soden**, FHWA Resource Center, Lakewood, CO

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## Participant Feedback Regarding Classroom Breaks

While every NHI training has breaks scheduled in the agenda, some instructors may be tempted to skip either an A.M. or P.M. break if they feel that time is running out to cover all of the material. On recent evaluations, participants have commented:

"One or two hours is too long to sit without a break."

"Too much material for the allotted time, therefore, breaks are kept to a minimum or eliminated."

Instead of eliminating valuable break time that allows participants to stretch their legs and refocus, try one or both of the following tips:

- Ask participants “Please stand when you are done” when you have individuals on a team working on an activity/exercise that takes only a little time. It provides energy, as they are up and down, gives them “stretch” breaks, and clues you into when all are done. Also, subtle pressure is exerted on slower participants without you having to “be the heavy.”
- If the host has made refreshments available, allow participants to get them when they wish. This relieves tension, gives ownership with control and involves another opportunity to take short unscheduled breaks.

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## Facility Hours and Continuing Education Units

As an accredited IACET provider, NHI offers Continuing Education Units (CEUs) for the successful completion of many of its trainings. One CEU is awarded per ten clock hours, where one clock hour is equivalent to sixty minutes of organized instruction. For this reason, instructors must check with the host of the session to ensure that the training facility hours are adequate for the course. For example, if a training advertises 0.9 CEUs, the course should not run shorter than nine hours, and therefore the facility would need to be open beyond the hours of 9am - 5pm.

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## Weather-Related Session Cancellations

As summer comes to a close, NHI reminds you that the safety of participants and course instructors is a top priority. NHI follows the local host office’s policy for inclement weather and other emergencies. If the hosting facility where the course is located closes due to deteriorating weather conditions (or the prediction of weather), then the course must also be stopped during the closure.

When a course is canceled, the host must call NHI immediately at (877) 558-6873 to inform NHI of the session status and determine plans for the remainder of the course. The host must also immediately contact all participants and the instructor(s).

In the case of an emergency or weather-related cancellation, NHI’s [cancellation fee](#) will not apply. Public seat participants are responsible for any travel costs if a training is canceled or rescheduled due to inclement weather.

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