

First Regional Training Course on Exercise Management (EXMAN-1)

Organized by

Asian Disaster Preparedness Center

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Bangkok, Thailand

Course Framework

Exercise Management course is initiated to provide emergency and disaster management organizations with tools and processes to evaluate the status and validity of their plans, organizational relationships, capabilities and strategies in managing emergencies and disasters.

It will also assist participants to develop the skills to design, manage and evaluate activities that exercise the elements of emergency management.

Objectives

The participants will learn about:

- Appropriate exercise management for given situations to meet stated outcomes
- Identify resources necessary to conduct exercises
- Methods to evaluate the results of exercises
- Actions, processes, deficiencies and needs requiring documentation
- Adopting and using the exercise management process in specific environments
- Suggestions for marketing exercises to agencies and key individuals
- Suggestions as to how exercise outcomes may be applied

Contents

The course content includes:

1. Overview of Exercise Management
2. Analyze needs for exercises and specific information required to conduct one
3. Writing a purpose and objectives of the exercise
4. Exercise Design and Development
5. Follow-up after the exercise

Training Methodology

The course adopts a participative approach, with interactive instruction, numerous group exercises and activities. Participants will meet in work groups for disaster management related exercise activities. The training

materials like workbooks, handouts and visual aids used in the presentation of the course are of the highest quality. The material used for the training course is presented in planned and organized units of instruction.

Course Requirements

The course challenges each attendee to comply with the following requirements:

- Work in a multicultural class with diverse individual experience levels
- Group work on selected themes and case studies
- Participate in exercises and simulations
- Individual re-entry or back home plan
- Active facilitation of learning events

Certificates will only be awarded to participants upon completion of all the course requirements.

Participants

Those who are involved or have the potential to be involved with the design, development and conduct of emergency and disaster management exercises at national, provincial and community levels include:

- National Disaster focal point
- Technical support agencies
- Government support agencies
- Community service groups
- Government personnel
- Private Sector

Trainers

Internationally experienced practitioners and experts from different organizations will complement ADPC's in house expertise to conduct and facilitate the EXMAN -1 course.

Language Requirements

All teaching and course materials are in English. Therefore, it is essential that participants are fully conversant in English. The trainers come from different countries and use diverse accents.

Course Fee

The course fee is USD 1,600 per participant, which covers the cost of course materials (books, CD, handouts), all meals including the morning and afternoon tea, and accommodation. Throughout the course trainees will have access to the internet and email for the duration of the course. Computers and printers are provided to assist participants to meet course requirements. Access to ADPC's library with over 6000 entries including 500 videos on disaster management is also available.

Payment

The fee should be paid in advance by bank transfer to ADPC account or deposited at the time of course registration in cash or cheque. Kindly confirm your mode of payment in the application form.

A deposit of 15% is required from individual participants without a sponsoring organization who are planning to make payment at the time of registration. Cheques should be made payable to the *Asian Disaster Preparedness Center*.

Registration will be on the first morning of the course. Payment by bank transfer or deposit should be paid at least three weeks prior to the course.

Early Bird and Group Discounts

Participants making payment for attendance at the EXMAN-1 course before 31st December 2005 will receive a special early bird discount of 10% on the course fees.

For employer/sponsoring organizations: Send 5 participants and enjoy the privilege of sending a sixth attendee for free.

Application/Cancellation

Interested persons can apply directly but preference is given to those nominated by their employer organizations / departments.

Application should be made on ADPC Application Form, which should be sent by fax or in an attached file through email to the email and numbers given at the end of this brochure.

For applicants being sponsored by an organization, a letter of support from the organization is required. Further pre-course information will be provided once your nomination is accepted.

The form for on-line applications can be found on the ADPC website at:
<http://www.adpc.net/training/form.html>

If you are unable to attend, a substitute delegate is welcome to attend in your place. A full refund, less 15% administrative charge will be provided if attendance is cancelled.

Asian Disaster Preparedness Center

Established in 1986, ADPC is the lead regional resource center dedicated to disaster reduction in Asia and the Pacific.

ADPC works with governments, communities and NGO's of the Asia and Pacific region to strengthen their capacities in disaster preparedness, mitigation and response through professional training, technical assistance, regional program management, information and research.

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