



# National Public Education Directorate Instructor Workshop 2024





# Who Should Take this Workshop?

- All members involved in public education
- All members involved in member training
- All members mentoring new members
- All members!





# Why an Instructor Workshop?

- **Public Education (PE) classes are often our first contact with the public**
- **PE classes are a source of new members**
- **Member Training (MT) affects member satisfaction**





# Why an Instructor Workshop?

- Professional, quality instructors equal:
  - Better recruiting
  - Higher retention
- Instructors need to practice their craft!





# The Instructor Mindset

- I am here to have a two-way conversation with my students
  - I am not here to read the material to my students
  - I am not here to read the PowerPoint to my students
  - I am not here to read the manual to my students







# The Instructor Mindset

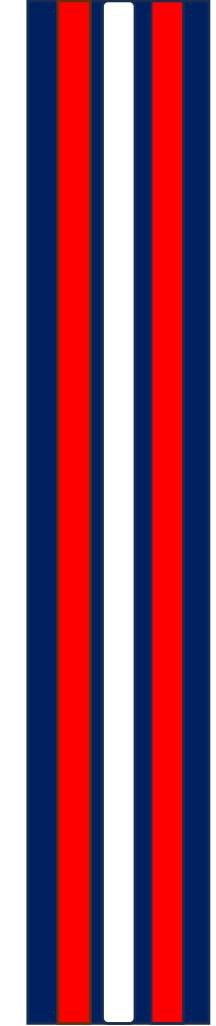
- I am here to look at my students, gauge their reactions, and interact with them in a dialogue about the course
- I am here to listen as hard as I can and seek their understanding





# Key Points

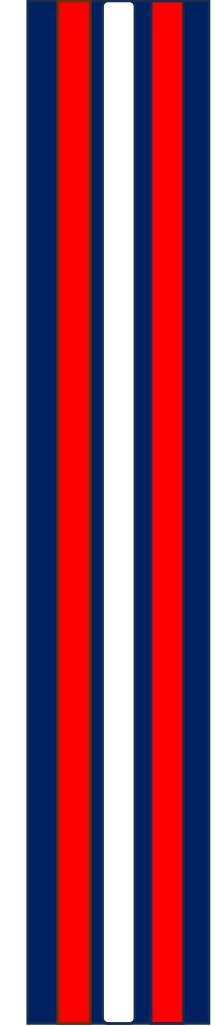
- Risk Management
- Instructor Responsibility
- Instructor Development 2020/2024
- Awards
- New/Updated AUXDATA II Codes
- Embracing Diversity
- Marketing PE Classes





# Key Points

- **Boat America and Boating Skills and Seamanship**
- **Spanish Language Classes**
- **How-to for a Public Education Officer**
- **Instructor Currency Maintenance**
- **Recruiting via PE Classes**
- **Retention via MT Classes**
- **What's New**

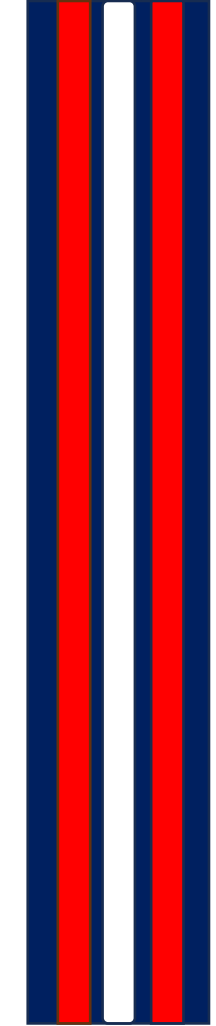






# E-Directorate Missions

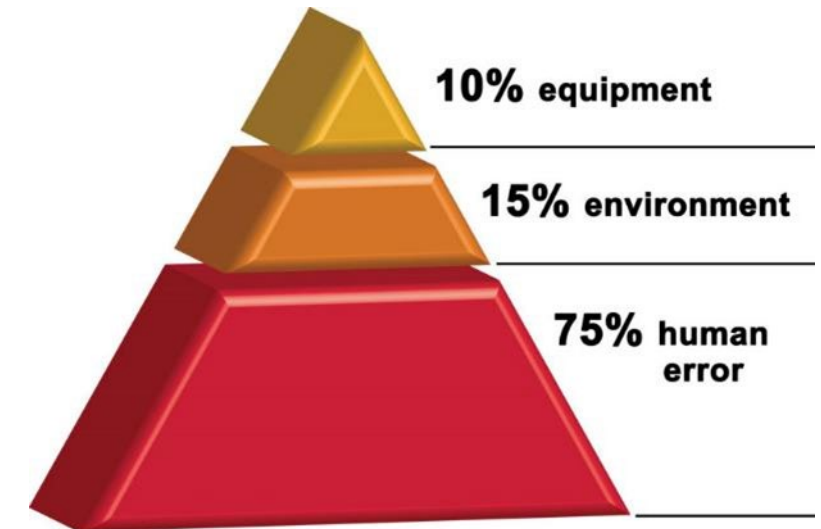
- **Provide exceptional boating education to reduce:**
  - **Loss of life**
  - **Personal injury**
  - **Property damage**
- **Provide timely materials to support:**
  - **All Instructors**
  - **Public Education Staff Officers**





# Risk Management

- RM integrates human factors that are crucial for safe and effective mission execution:
  - Mission analysis
  - Leadership
  - Adaptability and Flexibility
  - Situational Awareness
  - Decision-making
  - Communication
  - Assertiveness
- Not just for operations – for all missions





# Risk Management

- **Culture of Safety**
  - **Instructor Qualifications**
  - **Practical Skills**
  - **Interactive Learning**
  - **Continuous Professional Development**





# Risk Management

- **Culture of Safety**
  - Adherence to Regulations
  - Safety Demonstrations
  - Evaluation and Feedback
  - Community Outreach





# Risk Management

- Culture of Safety
- Review the Classroom Safety Checklist on the E-Directorate Website in What's New

<http://edept.cgaux.org/pdf/Classroom%20Safety%20Checklist.pdf>



**CLASSROOM SAFETY**

**ENVIRONMENT**

- Are the lights in the room working?
- If dimmers available, are they functional?
- Are window shades functional?
- Is the room temperature comfortable?
- Can you adjust heat/cooling system?

**THE CLASSROOM**

- Is the room ADA accessible?
- Are there directional signs to your classroom?
- Are exit doors marked and working?
- Is there more than one exit?
- Are emergency/fire exit signs visible?
- Are there fire extinguishers in the room and are they accessible?
- Can evacuation be made easily if needed?
- Are there any flammable or hazardous materials stored nearby?
- Is the power cutoff location known should power need to be cut?
- Are all electrical cords in good condition and properly sized for the load?
- Are extension cords taped down to avoid tripping?
- Is movement through the room easily accessible?
- Are the desks or tables in good working order?
- Are the tables secure from falling?
- Are the chairs in good condition?
- Have the tables been cleaned prior to use?
- Are the displays organized and visually appealing?
- Are the display tables set up with space for movement?
- If bookcases are in the room, are they secure from falling?
- Are the trash cans empty?
- Are there any cracks in the flooring that could be trip hazards?
- If there are any floor mats, are they secured to avoid tripping?
- Are the floors clean?

**AUDIO-VISUAL EQUIPMENT**

- If audio is used, can sound be heard throughout the room?
- Are any projection screens secure from falling?
- Is the projection screen or TV visible from all areas of the room?

**BATHROOMS**

- Where are the bathrooms located?
- Are the bathrooms in working order?
- Are the bathrooms clean?
- Are bathrooms supplied with paper?
- Are bathrooms supplied with soap/running water or hand sanitizer?

**HEALTH AND SAFETY**

- Is a first aid kit available and accessible?
- If an AED is available, it is accessible with proper signage and trained operators?
- Procedures for evacuation defined with muster location and roll taken?



**“Continuous improvement is better than delayed perfection.”**

**Mark Twain**

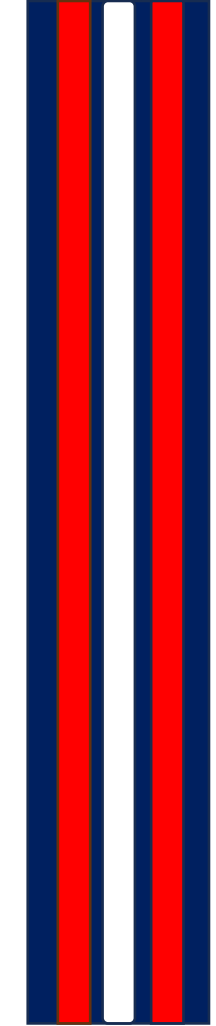






# Instructor Responsibility

- Self-preparation
- Why is this important?
- What are some ways to self-prepare?
- Continue to educate yourself in areas of interest
- Take advantage of our many training courses



U.S. Coast Guard Auxiliary  
Instructor Development 2020





# Instructor Responsibility

- Planning the lesson
- Room setup
- Classroom hands-on exercises
- Discussions
- Example: “MOB- what would you do?”
- Humor- when and how
- Guest speakers or other resources
- Paperwork





# Instructor Development (ID2020)

- Updated material and exam
- Introduced in January 2020
- New instruction techniques
- Emphasis on learning rather than memorizing
- Includes:
  - Use of electronic media
  - Compliance with ADA
  - Value and use of lesson plans

<http://wow.uscgaux.info/content.php?unit=E-DEPT&category=2020-instructor-dev>





# Instructor Development (ID2024)

- **Scheduled for First Quarter 2024**
- **Updated based on:**
  - **Experience teaching ID2020 in numerous MT classes**
  - **Lessons learned – what worked and what could use improvement**
- **Will employ concrete examples and sample questions**
- **Supporting material will be updated – instructor notes and slide deck**





# Awards

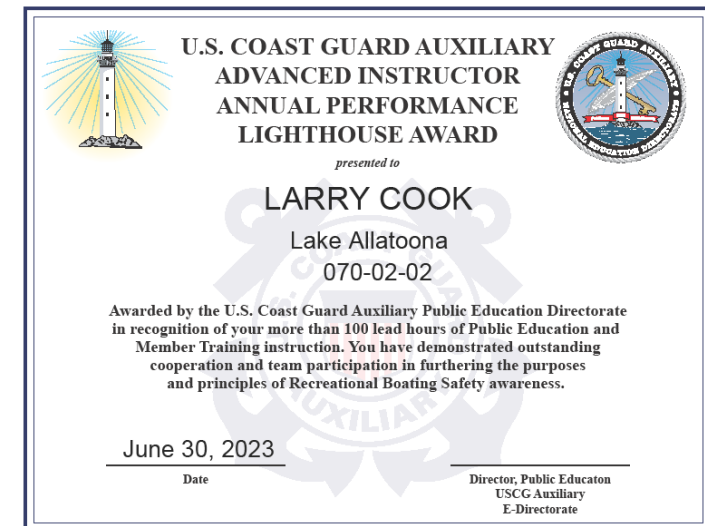
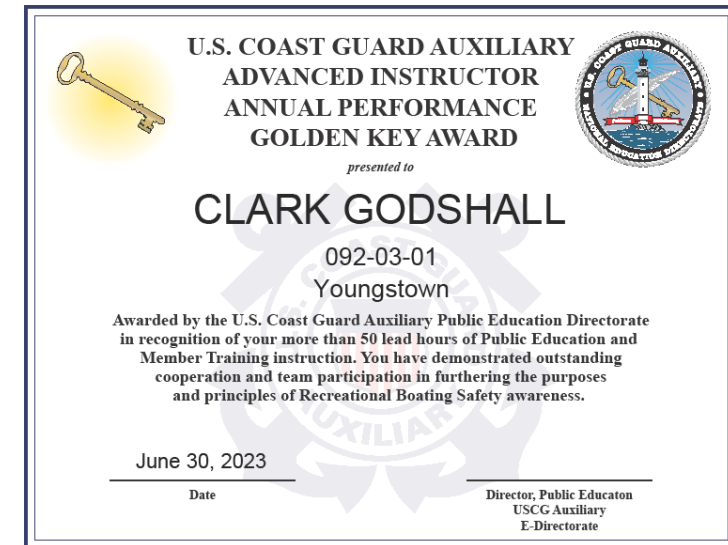
- **Maxim Award is intended to motivate instructors:**
  - **To achieve excellence in instruction**
  - **Develop innovative methods and training aids**
  - **Increase mentorship**
  - **Nominated by flotilla no later than February 28th**





# Awards

- **Golden Key and Lighthouse**
- **Designed to reward instructors:**
  - **Instructing 50-99 lead hours in a year – Golden Key Award**
  - **Instructing 100 or more lead hours in a year – Lighthouse Award**
- **Recognizes our instructors who go over and above – our superstars**







# New AUXDATA II Codes

- **AUXDATA II Public Education Codes Updated**
- **Additional courses added**
- **Checkbox for in-person, virtual, or hybrid classes**

New Activity: Unit/Individual

ATONs/PATONs/Bridges Watching Properly ⓘ

ATON/PATON Bridge Discrepancy ⓘ

Public Education Details

Last Mission for the Class? ⓘ

State Taught In

Instruction Method ⓘ

☒ --None--

☐ In Person

☐ Virtual

☐ Hybrid

Total Number of Graduates

Total Number of Graduates 17 and under

Code	Course
14A	Boat America
14B	Boating Skills & Seamanship
14C	Sailing Skills & Seamanship
14D	GPS for Navigators
14E	Weekend Navigator
14F	Youth Courses
14G	Other
14H	State
14J	Paddlesports America
14K	Navegando America
14M	Paddlers Guide to Safety
14N	Intro to Basic Boating Safety
14P	Suddenly in Command
14R	Waterfowl Hunting & Boating Safety
14S	Kids and Paddlecraft
14T	Boats 'N Kids
14U	Waypoints
14V	Introduccion Seguridad Navegacion
14W	Personal Watercraft Course





# Embracing Diversity

## Top Issue for Commandant and National Commodore

- Welcome students to classes, regardless of differences
- Provide for students' disabilities in classes
- Watch your language





# Marketing Public Education Classes

- During VSCs and RBS Program Visits
- Conduct a media blitz
- Tell the world - use the Web and Social Media
- Talk it up!
- Sign them up at boat shows





# Marketing Public Education Classes

- Contact the local court
- Liaison with local insurance agents
- Use “bite-sized” seminar courses
- Think “non-traditional”
- Take advantage of “word of mouth”

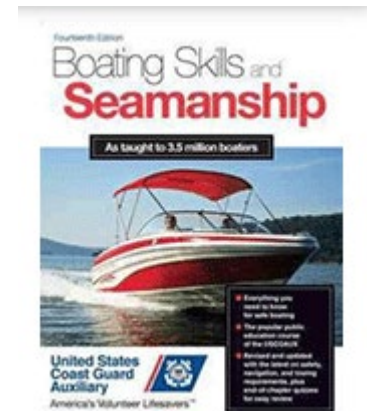






# Boat America and BS&S

- Boat America and BS&S offered as NASBLA-approved certificate courses
- Order from AUXCEN (Shop Auxiliary)
  - <https://auxcen.com/public-education/>
- Find the slides with instructor notes and the state supplement slides at:
  - <http://wow.uscgaux.info/content.php?unit=E-DEPT&category=nasbla-courses>





# Spanish Language Classes

- Spanish-speaking boaters:
  - Represent fast-growing boat buyers
  - Emerging market of first-time boat buyers
  - Under-served boating education market
- All slides, instructor notes, and exams in Spanish - books are offered only in English

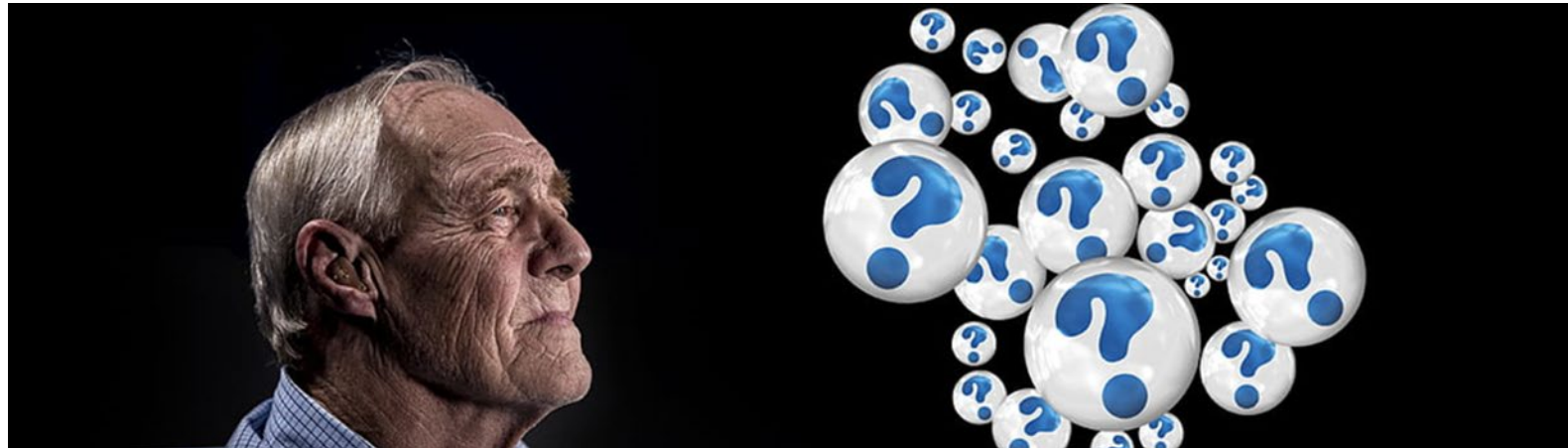






# I'm the Flotilla Staff Officer-Public Education, Now What?

Available on the E-Directorate Website





# Instructor Currency Maintenance

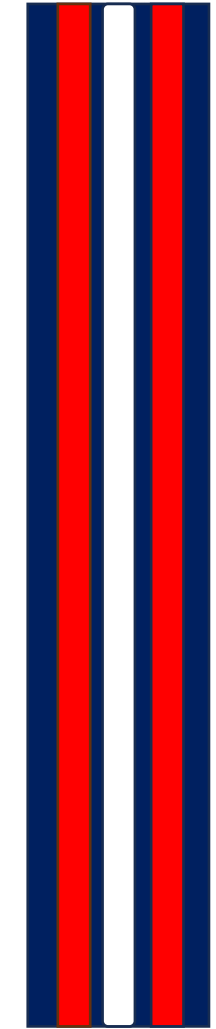
- 2024 Instructors must meet standard currency maintenance requirements
  - Two hours as a lead instructor or;
  - Four hours as a non-lead instructor or;
  - A combination of both
- Missed 2023 Required Instructor Hours?





# Recruiting via Public Education

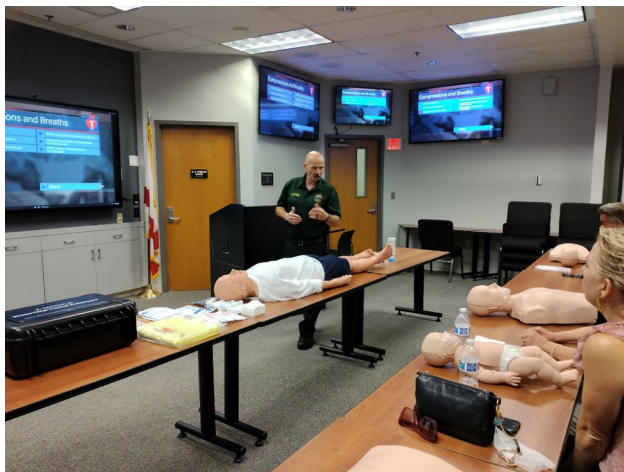
- Plenty of handouts
- Show common interests
- Diversity and inclusion
- Actively mention your flotilla needs
- Be approachable
- Talk to students, not to each other
- Work in local pictures or anecdotes onto slides
- The Auxiliary message, every time!





# Retention via Member Training

- Strength of membership = quality of training
- Ensures a dedicated/proficient force multiplier
- Builds confidence in a member's competence
- Training fosters teamwork/camaraderie
- Continuous learning
- Recognition and rewards

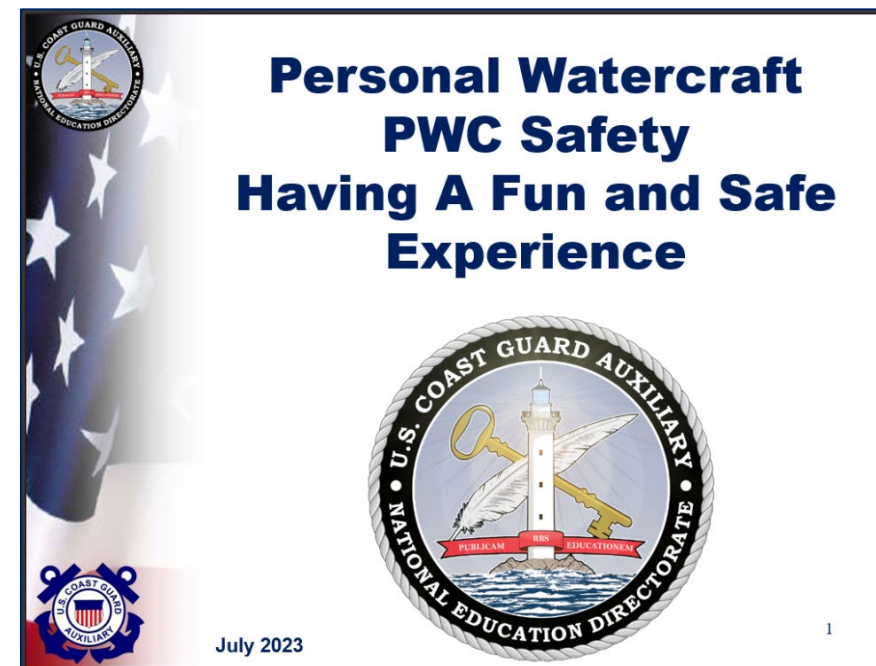
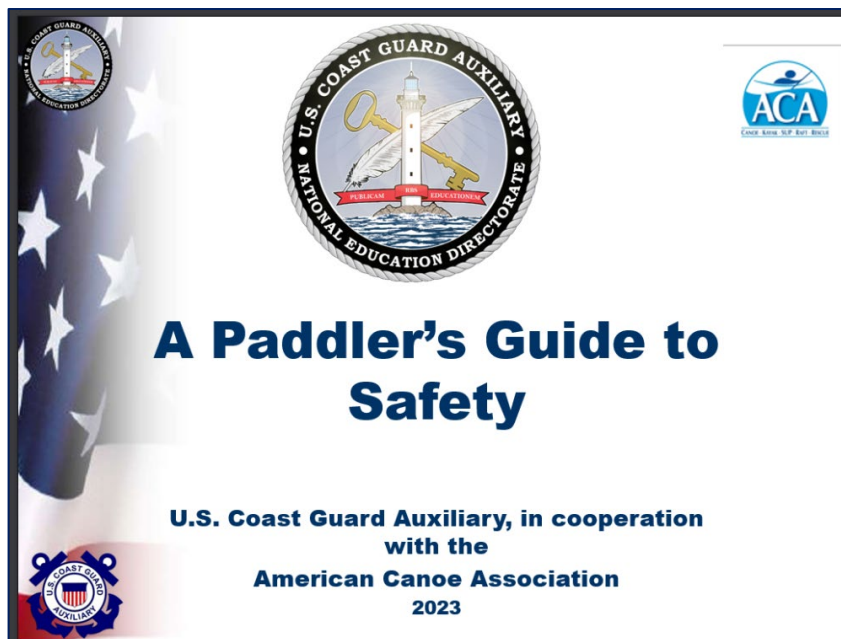






# What's New

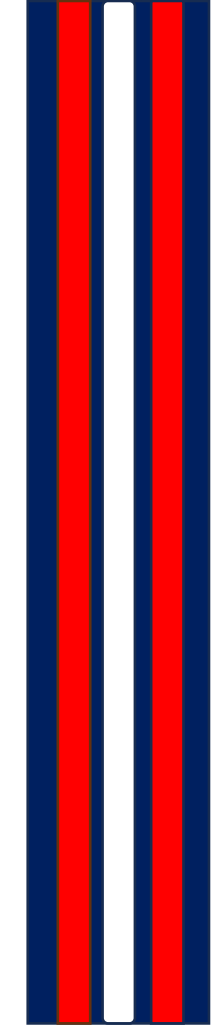
- A Paddler's Guide to Safety Course
- NOAA Whales' Education
- Personal Watercraft (PWC) Seminar Course
- Water N' Kids Youth Course





# Reminder and Thank You

- Submit your self-attestation form if you studied this workshop outside of a facilitated session.
- If you have any questions, contact the appropriate E-Directorate Staff, following the Chain of Leadership and Management
- You may email the E-Directorate at [pe.feedback@cgauxnet.us](mailto:pe.feedback@cgauxnet.us)







# E-Directorate Contacts

- **Director: David Fuller**
  - **Deputy: Robert Brandenstein**
  - **Division Chief-Course Development:  
Gregory Fonzeno**
  - **Division Chief-Course Management:  
COMO Michael Morris**
  - **Division Chief-Communication Services:  
Dan Stroup**
  - **Division Chief-Instructor Development:  
Karen Miller**
  - **Division Chief-Special Projects: Andy Kelly**
- Contact info available in AuxDirectory**

**<https://auxofficer.cgaux.org/auxoff/index.php>**





# Conclusion

- **Effective Auxiliary instructors are**
  - **Professional**
  - **Enthusiastic**
  - **Constantly practicing their craft**

**Our members and students deserve it!**

