



NORTH ATLANTIC TREATY ORGANISATION  
NATO MARITIME INTERDICTION OPERATIONAL  
TRAINING CENTRE  
NMIOTC  
SOUDA BAY  
73200 CHANIA  
GREECE



5000 NSC-31/Ser.: NU 72

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR”, 11 - 22 Oct 2021.**

DATE: 07 May 2021

REFERENCES: A. NMIOTC Program of Work (NPOW) 2021.  
B. Bi-SC DIR 075-007 (Education and Individual Training Directive), dated 10 Sep 15.

1. NMIOTC is pleased to invite NATO partners and Non-NATO Entities (NNE ) to participate to the course “Train the Trainers – Technical Instructor- Course 17000”, from **11 to 22 October 2021** (10 working days), in a **blended form (Distance Learning & Resident)**, (**11 to 15 October 2021 Distance Learning section** and **18 to 22 October 2021 Resident section**).

2. By delivering the Course 17000 “Train the trainers – technical instructor”, NMIOTC creates opportunities for instructors and trainers to enhance their communication skills and skills for using advanced training tools. Thus, Course 17000 is considered of great value in the light of maintaining / improving quality of training and raising the level of educational standards.

3. The aim of the course is to provide a comprehensive training package which includes theoretical and practical implementation of pedagogical knowledge and enhancement of the participants’ presentation and speaking skills. After the completion of the course, participants will be able to:

- a. Deconstruct the instructional method framework to better plan and design a tailored training solution.
- b. Develop the educational and supportive material in order to provide a 360° training solution to a performance gap.
- c. Implement the proper educational strategy by maximizing the transferred knowledge and by enhancing the training experience.

4. Target audience for this course is personnel from NATO Education and Training Facilities (NETFs), Centers of Excellence (COEs), Partnership Training and Education Centers (PTECs) and other national training institutions. In particular, officers ranging from OF-1 to OF-4 and NCOs (OR-6 to OR-9), as well as equivalent civilian personnel serving

also in military authorities and other governmental, international agencies and organizations who are involved in providing training are also eligible to participate.

5. The course will be conducted in English. Translation to / from other languages will **not** be provided. Attendees should meet the following standards of proficiency in English (as described in STANAG 6001/SLP 3232): Listening – Good (3), Speaking – Fair (2), Reading – Good (3) and Writing – Fair (2). Basic skills in a Graphical User Interface (GUI) Operating System, as well as basic skills in Word processing and PowerPoint Presentation are required.

6. The course is marked as “NATO Unclassified / Releasable to: PFP (except Russia), MD, ICI, PatG”. NMIOTC applies security arrangements and regulations according to NATO standards.

7. The course will start on **Monday 11 Oct 21 and will end on Friday 22 Oct 21**. Training periods for the **Resident** section are from 08:30 to 14:45. Comprehensive administrative instructions are provided as per Enclosure “2”. The **ADL** section of the course will include both synchronous and asynchronous sessions during which participants should be placed to a **no duty / limited duty status**. More detailed instructions, including the enrolment procedure, to be issued with the **Joining Instructions** in due time.

8. A draft agenda for this event is hereby attached as per Enclosure “1”. The final agenda will be included in the course Joining Instructions document .

9. With the current COVID-19 situation, due to the Greek authorities de-escalation plan and protective measures implemented, it is determined that it is possible to execute this course. When registration closes, we will re-evaluate if this is still valid. Delegates who are registered will be updated by e-mail regarding any measures towards COVID-19 that must be undertaken, which may include cancellation of the course.

10. Subject Matter Experts (SMEs): All trainers and augmenters are trained and experienced instructors with proper certifications and accumulated experience as educators.

11. The tuition fees for the subject course is **700,00 €**. Comprehensive administrative instructions are provided in Enclosure “2”.

12. Registration should be made on NMIOTC’s official web site dedicated registration area, <http://nmiotc.nato.int/join-us/trainee-joining-form/>, before the relevant dead lines:

a. Candidates from **non-NATO and non-NATO Partners’** countries (PfP, MD, ICI and PatG), no-later than (NLT) **Friday 25 Jun 21**, in order for all the necessary NATO procedures for approval to be facilitated.

b. Candidates from **NATO and NATO Partners’ countries** (PfP, MD, ICI and PatG) no later than (NLT) **Friday 10 Sep 21**.

13. Event details can be found in the Education and Training Opportunities Catalogue (ETOC) at <https://e-itep.act.nato.int/Guest/ETOCindex.aspx>, Course Code: ET-IT-34432, or through the NMIOTC official web site [www.nmiotc.nato.int](http://www.nmiotc.nato.int).

14. NMIOTC Points of Contact (POCs): For further information or clarifications please contact:

- a. **Course Director:** Lt Cdr Efstratios Peroutseas GRC (A)  
Phone: +30 28210 85727, NCN: 498-5730, Fax: +30 28210 85702  
E-mail: [peroutsease@nmioct.nato.int](mailto:peroutsease@nmioct.nato.int)
- b. **Registration POC:** Lt Cdr Konstantinos Papanastasis GRC (N)  
Phone: +30 28210 85710, NCN: 498-5710, Fax: +30 28210 85702  
E-mail: [papanastasisk@nmioct.nato.int](mailto:papanastasisk@nmioct.nato.int)



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Commodore GRC(N)  
Commandant NMIOTC

ENCLOSURES:

1. Draft Schedule of Events
2. Administrative Instructions

**DRAFT SCHEDULE OF EVENTS**

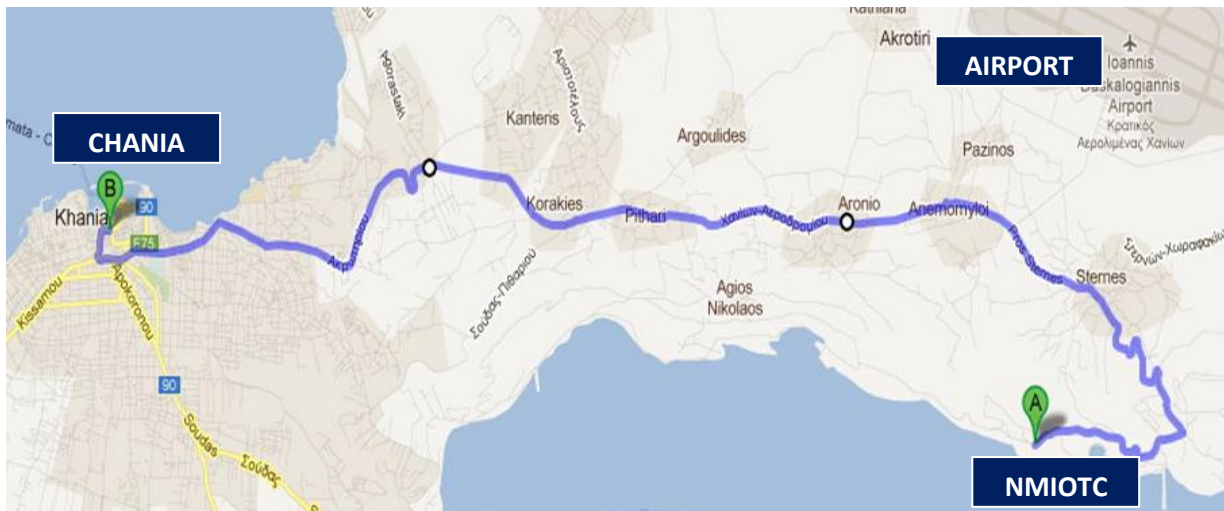
<b>Week 1 (Distance Learning)</b>				
<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
<b>Asynchronous training</b>  17030/1 – Introduction to the training platform  17010/2 – Lesson Plan Analysis	<b>Asynchronous training</b>  17010/1 – Syllabus creation  17060/2 – Learning theories  17050 – Blooms taxonomy – Application to lesson plan  17010/3 – Practical research	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class  17030/3 – PowerPoint tutorial	<b>Asynchronous training</b>  17030/2 – Educational technologies for use in class  17060/3 – Evaluation of training outcomes
<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	<b>TBD (UTC)</b>  Synchronous session	

<b>Week 2 (Resident)</b>				
<b>Day 6</b>	<b>Day 7</b>	<b>Day 8</b>	<b>Day 9</b>	<b>Day 10</b>
<b>08:45 – 09:30</b> Welcome Brief – Admin Brief – Student intro – Schedule Analysis	<b>08:45 – 10:15</b> 17040 – Instructional Methods	<b>08:45 – 10:15</b> 17070 - Micro-teaching Phase I (Demonstration) (in class)	<b>08:30 – 10:00</b> 17090 - Micro-teaching Phase III (2 micro teachings)	<b>08:30 – 10:00</b> 17090 - Micro-teaching Phase III (2 micro teachings)
<b>09:30 – 09:50</b> Group photo				
<b>09:50 – 10:15</b> 17020 – Teaching and Presentation Techniques				
<b>10:15 – 10:30</b> Break	<b>10:15 – 10:30</b> Break	<b>10:15 – 10:30</b> Break	<b>10:00 – 10:15</b> Break	<b>10:15 – 10:30</b> Break
<b>10:30 – 12:00</b> 17020 – Teaching and Presentation Techniques	<b>10:30 – 12:00</b> 17070 - Micro-teaching Phase I (Demonstration) (in class)	<b>10:30 – 12:00</b> 17060 – Educational psychology – Class management (in class)	<b>10:15 – 11:45</b> 17090 - Micro-teaching Phase III (2 microteachings)	<b>10:15 – 11:45</b> 17090 - Micro-teaching Phase III (2 microteachings)

12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	12:00 – 12:30 Snack Break	11:45 – 12:00 Snack Break	12:00 – 12:30 Snack Break
<b>12:30 – 13:30</b> 17020 – Teaching and Presentation Techniques	<b>12:30 – 13:30</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>12:30 – 13:30</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>12:00 – 13:30</b> 17090 - Micro-teaching Phase III (2 microteachings)	<b>12:00 – 13:30</b> 17090 - Micro-teaching Phase III (2 microteachings)
<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break	<b>13:30 – 13:45</b> Break
<b>13:45 – 14:45</b> 17020 – Teaching and Presentation Techniques	<b>13:45 – 14:45</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>13:45 – 14:45</b> 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	<b>13:45 – 14:45</b> 17090 - Micro-teaching Phase III (1 microteaching)	Graduation

## **ADMINISTRATIVE INSTRUCTIONS**

1. **Location:** NMIOTC is located on the Akrotiri peninsula near the city of Chania in the north-western part of Crete. The destination airport is Chania International Airport “Ioannis Daskalogiannis” (airport code: CHQ). The distance from the city of Chania to NMIOTC is 20 km and from the airport to NMIOTC is 9 km. The following map provides orientation and general driving directions from the city of Chania to NMIOTC.



### 2. **Registration:**

a. You are kindly requested to submit your Application Form in accordance to paragraph 12 of the main body. Applications submitted after the deadline may not be accepted. All applicants will receive a confirmation message within three days of their submission. However the final confirmation will be provided after the process and acceptance of the application. It is advised not to proceed to travel arrangements before the final confirmation.

3. **Visa Requirement:** Participants or their national authorities are responsible for visa arrangements. Participants are advised to contact the proper diplomatic agencies for up to date information, well in advance. It is the individual's responsibility to obtain his/her visa and to have the proper travel and medical documentation. Hellenic Ministry of Foreign Affairs website ([www.mfa.gr](http://www.mfa.gr)) provides relevant visa information requirements. NMIOTC will provide a Visa Support Letter, if requested.

4. **Tuition Fee:** The fee includes daily transportation from Chania city centre to NMIOTC and vice versa during the course days. Full payment for tuition must be made to NMIOTC's Financial Officer on the first day of the course in cash or by credit card or by bank deposit to the NMIOTC bank account:

IBAN Number: GR 38 0110 4940 0000 4945 4001 048  
Swift BIC: ETHN GRAA  
Bank Name: National Bank of Greece

**Note:** Bank deposit must be completed **no later than 3 working days** before the start date of the event. The relevant document with proper justification must be e-mailed to NMIOTC Budget &

Finance Officer at [kladosa@nmiotc.nato.int](mailto:kladosa@nmiotc.nato.int). NMIOTC will cover only the expense that the National Bank of Greece may charge for transactions and not potential charges of other banks.

5. **Dress Code:** Participants are strongly recommended to wear Daily Service/ Battle Dress Uniforms or National Equivalent for the whole training as well as for the Graduation Ceremony.

6. **Meals:** A small canteen is available within the NMIOTC main building and provides snacks for a nominal cost. Participants who would like to have lunch while at NMIOTC must make their own arrangements as NMIOTC does not provide this service.

7. **Accommodation:** Participants are responsible to arrange their own accommodation as there is no accommodation facilities on the Centre's premises. NMIOTC can provide guidance / assistance, if requested. Hotels near Chania city centre are highly recommended for transportation purposes. The list of recommended hotels in Chania offering special prices (for participants who book directly with each hotel by e-mail using the code "**NMIOTC Guest**") and including breakfast and internet connection, is as follows:

AKALI 4\* hotel [www.akali-hotel.gr](http://www.akali-hotel.gr).  
E-mail: [info@akali-hotel.gr](mailto:info@akali-hotel.gr) Tel: (+30) 28210 92872.

KYDON 4\* hotel [www.kydon-hotel.com](http://www.kydon-hotel.com) (promotional code "NMIOTC 21")  
E-mail: [info@kydon-hotel.gr](mailto:info@kydon-hotel.gr) Tel.: (+30) 28210 52280.

SAMARIA 4\* hotel [www.samariahhotel.gr](http://www.samariahhotel.gr) (promotional code "NMIOTC 21")  
E-mail: [reservations@samariahhotel.gr](mailto:reservations@samariahhotel.gr) Tel.: (+30) 28210 38600.

ARKADI 3\* hotel [www.arkadi-hotel.gr](http://www.arkadi-hotel.gr)  
E-mail: [info@arkadi-hotel.gr](mailto:info@arkadi-hotel.gr) Tel: (+30) 28210 90181.

KRITI 3\* hotel, [www.kriti-hotel.gr](http://www.kriti-hotel.gr) , E-mail: [info@kriti-hotel.gr](mailto:info@kriti-hotel.gr), Tel. +302821051881

PORTO VENEZIANO 3\* hotel [www.portoveneziano.gr](http://www.portoveneziano.gr).  
E-mail: [hotel@portoveneziano.gr](mailto:hotel@portoveneziano.gr) Tel: +30 28210 27100.

ROYAL SUN 3\* hotel [www.royalsunhotel.com](http://www.royalsunhotel.com).  
E-mail: [hotelroyalsun@gmail.com](mailto:hotelroyalsun@gmail.com) Tel: (+30) 28210 46363.

8. **Arrival and Departure:** Participants should plan to fly to Chania International airport (airport code: CHQ) and are responsible for their own transportation from / to the Airport during arrival / departure. Transportation from Chania Airport to the city centre is available as follows:  
By bus: The bus stop is located outside the terminal and the ticket cost is 2,50 €. For further information and detailed timetables, visit the following link: [www.e-tel.com/en/services/dromologia](http://www.e-tel.com/en/services/dromologia)

By taxi from the airport directly to Chania city center, 24/7, approx. 25,00€

Additionally, there are several rental car agencies at the airport. Rental car agencies that have offered special prices for NMIOTC guests are as follows:



Gelasakis Car Rental:E-mail: [cars@stc.gr](mailto:cars@stc.gr), [www.rentacar-chania.gr](http://www.rentacar-chania.gr), tel.+30 28210 89065.

Spa Tours & Cars Enterprises: E-mail [info@spatours.gr](mailto:info@spatours.gr), [www.spatours.gr](http://www.spatours.gr), tel. +30 28210 57444.

9. **Transportation:** Transportation will be provided on a daily basis from Chania city centre pick-up points (Akali, Samaria, Kydon, Kriti and Royal Sun at Acrotiriou st.) to NMIOTC and vice-versa , during the course.

10. **Medical service:** Trainees are required to have a valid health insurance according to their respective national standards. Trainees from the EU Member States are required to possess a valid European Health Insurance Card. NMIOTC ensures first aid during training, providing emergency transportation to the Naval Hospital of Crete if needed. The Naval Hospital of Crete can provide diagnosis, first aid and treatment, while the Prefectural Hospital of Chania can provide further diagnosis or specialist treatment if required. NMIOTC do not cover trainees' expenses for additional medical treatments and the settlement of medical bills is a patient/national responsibility.

11. **Security:** NMIOTC adheres to NATO security standards. There is a strict access control procedure for entrance into the Marathi main gate and NMIOTC main building. You will be required to provide your passport or your national identification during in-processing and whenever you enter the premises. The overall security classification of presentations/discussions is up to "NATO RESTRICTED/RELEASABLE TO 7 NNN". Therefore, all participants will be required to show the respective Security Clearance Certificate during the in-Processing.