



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



5000 NSC-39/Ser: NU 52

TO: See Distribution List

SUBJECT: **INVITATION LETTER FOR NMIOTC COURSE 17000 “TRAIN THE TRAINERS - TECHNICAL INSTRUCTOR” (ETE-IT-34432), 10 - 21 Oct 2022**

DATE: 13 Apr 2022

REFERENCES: A. NMIOTC Program of Work (NPOW) 2022.
B. Bi-SC DIR 075-007 (Education and Individual Training Directive), dated 10 Sep 15.
C. NMIOTC DIR 60-1 CHANGE 11 - Cost of NMIOTC Training (Tuition Fees).

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 **10th to 21st Oct 2022** (10 working days), in a **blended form (Distance Learning & Resident)**, (**10th to 14th Oct 2022 Distance Learning section** and **17th to 21st Oct 2022 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. The following proficiency standards in English are required to attend: Listening- Professional (3), Speaking- Functional (2), Reading- Professional (3), Writing- Functional (2) (STANAG 6001). 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 10 Oct 22 and will end on Friday 21 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 "2". The final agenda will be included in the course Joining Instructions document.
9. Covid Restrictions: With the current COVID-19 situation, due to the Greek de-escalation plan and the preventive and protective measures that have been implemented, it is been determined that it is possible to execute this course. When registration closes, we will 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 "1".
12. For organizational purposes, candidates are kindly requested to register (**NLT Friday, 9 Sep 2022**). Candidates from Non-NATO Entities not participating in PFP, MD, ICI or PatG frameworks must register **NLT Friday, 24 Jun 2022**, so that adequate time is provided for NATO approval procedures. Registration should be made on NMIOTC's official web site www.nmiotc.nato.int.

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.

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

- a. **Course Director:** Lt Cdr Oskar Draus POL (N)
Phone: (+30) 28210 85730, Fax: (+30) 28210 85702
E-mail: drauso@nmioct.nato.int
- b. **Registration POC:** Lt Cdr Konstantinos Papanastasis GRC (N)
Phone: (+30) 28210 85710, Fax: (+30) 28210 85702
E-mail: papanastasisk@nmioct.nato.int, studentadmin@nmioct.nato.int



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Commodore GRC(N)
Commandant NMIOTC

ENCLOSURES:

1. Administrative Instructions
2. Draft Schedule of Events

DRAFT SCHEDULE OF EVENTS

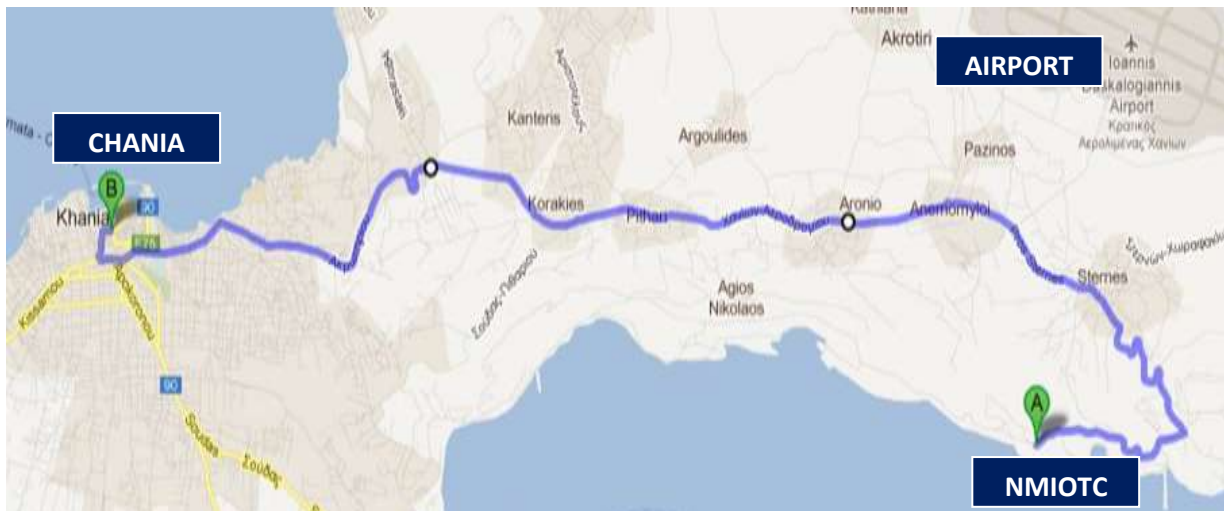
Week 1 (Distance Learning)				
Day 1	Day 2	Day 3	Day 4	Day 5
<p>Asynchronous training</p> <p>17030/1 – Introduction to the training platform</p> <p>17010/2 – Lesson Plan Analysis</p>	<p>Asynchronous training</p> <p>17010/1 – Syllabus creation</p> <p>17060/2 – Learning theories</p> <p>17050 – Blooms taxonomy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

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

Presentation Techniques	Phase I (Demonstration) (in class)	psychology – Class management (in class)	Phase III (2 microteachings)	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
12:30 – 13:30 17020 – Teaching and Presentation Techniques	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:30 – 13:30 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)	12:00 – 13:30 17090 - Micro-teaching Phase III (2 microteachings)
13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break	13:30 – 13:45 Break
13:45 – 14:45 17020 – Teaching and Presentation Techniques	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 17080 – Micro-teaching Phase II (Presentation preparation, self-study)	13:45 – 14:45 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:** 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) 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: A direct link for credit card payment can be sent to participants email address to complete payment procedure before events start date. Bank deposit must be executed **no later than 3**

working days prior to the start of the event. The relevant paperwork must be forwarded to the Budget & Finance officer's e-mail: kladosa@nmiotc.nato.int. NMIOTC will cover only the expenses that the National Bank of Greece may charge for transactions and not any potential charges of other third party banks that may be used as facilitators.

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. (promotional code "NMIOTC 22")
E-mail: info@akali-hotel.gr Tel: (+30) 28210 92872.

KYDON 4* hotel www.kydon-hotel.com (promotional code "NMIOTC 22")
E-mail: info@kydon-hotel.gr Tel.: (+30) 28210 52280.

SAMARIA 4* hotel www.samariahhotel.gr (promotional code "NMIOTC 22")
E-mail: reservations@samariahhotel.gr Tel.: (+30) 28210 38600.

ARKADI 3* hotel www.arkadi-hotel.gr
E-mail: info@arkadi-hotel.gr Tel: (+30) 28210 90181.

KRITI 3* hotel, www.kriti-hotel.gr , E-mail: info@kriti-hotel.gr, Tel. +302821051881

PORTO VENEZIANO 3* hotel www.portoveneziano.gr.
E-mail: hotel@portoveneziano.gr Tel: +30 28210 27100.

ROYAL SUN 3* hotel www.royalsunhotel.com.
E-mail: hotelroyalsun@gmail.com Tel: (+30) 28210 46363.

NOTE: Accommodation for MPD subsidized trainees will be arranged by NMIOTC. Further details will be provided in the Joining Instructions.

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-kstel.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, www.rentacar-chania.gr, tel.+30 28210 89065.

Spa Tours & Cars Enterprises: E-mail info@spatours.gr, 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 Konstantinou Mitsotaki/Ioannou Paizi corner) 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. **COVID 19 awareness:** Please take under consideration that due to the current COVID-19 situation and the undertaken preventive and protective measures, the conduct of the course is considered, feasible. Furthermore NMIOTC is ready to welcome participants to NMIOTC's events according to the new travel rules as described in details in the governmental site <https://travel.gov.gr/#/> (protocol for arrivals in Greece).

12. **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.