Office of Training, Education, and Development (OTED)
Logistical Considerations When Delivering Independent Course Delivery (ICD) Courses
(Updated May 2022)

This document outlines general facility, instructor, equipment, and supply needs when delivering ICD courses. Please discuss any substitutions or deviations with the ICD Program Administrator and OTED Training Officer during the Course Logistics Review Call.

In general, what are the facility, instructor, equipment, and supply needs for face-to-face, instructor-led training (ILT) courses?

- 1500 - 2000 sq. ft. of unobstructed meeting space set up classroom style, 2 participants per 6 ft. table (Meeting space needs will ultimately depend on the course and number of participants. The OTED Training Officer can provide additional recommendations during the Course Logistics Review Call.)
- Instructors may benefit from a wireless lavaliere microphone and sound system, depending on the size of the room and number of participants.
- OTED recommends a participant to instructor ratio of 4:1. (The OTED Training Officer can provide additional recommendations during the Course Logistics Review Call.)
- At least 1 dress rehearsal/run through of the program with instructors is highly recommended.
- 1 complete set of course materials per participant
- Pen/pencil per participant
- 1 instructor guide, administrative guide, and exercise guide (if applicable) per instructor.
- LCD projector/screen/laptop
- White board/flip chart/markers
- Podium for instructors or table to hold instructors' materials and laptop
- Polling software (The OTED Training Officer can provide additional recommendations during the Course Logistics Review Call.)
- Broadband internet access to view course videos, if applicable.
- Course supplies/equipment specific to the base course.

In general, what are the facility, instructor, equipment, and supply needs for virtual instructor-led training (vILT) courses?

- All participants and instructors will need a working computer with broadband internet access and access to the platform in which the course will be presented.
- Zoom/Teams or other platform reservation link sent to participants with back up phone numbers in case of technological challenges.
- It is recommended that a technology check be performed with participants and instructors at least 1 - 2 weeks before the course to review how to navigate the platform.
- Each participant will need an individual copy of the participant manual, handouts, etc.
- Each instructor will need individual access to the instructor guide, administrative guide, and exercise guide, if applicable.
- OTED recommends a participant to instructor ratio of 4:1. (The OTED Training Officer can provide additional recommendations during the Course Logistics Review Call.)
- At least 1 dress rehearsal/run through of the program with instructors is highly recommended.
- Course supplies/equipment specific to the base course.