

MEMORANDUM FOR Students, Small Group Instructor Training Course (SGITC),  
24 – 28 June 2002

SUBJECT: Small Group Instructor Training Course (SGITC)

1. Fort Belvoir Equal Opportunity Office will host a SGITC 24 – 28 June 2002, at Barden Education Center located at Bldg 1017 , Belvoir Road, Fort Belvoir. Entering through Pence gate, follow Belvoir Road to the first stop light. Look to the left just past the light, the Ed Center is there.
2. The SGITC is a 40 hour training program conducted using the concept of learning by doing where the students do most of the presenting. The SGITC is designed to teach students how to facilitate a small group to achieve a training objective (more commonly used today for CO2 training). As such, the course presents definitions, terminology, and instructional methods used in small group instruction. The course also provides insights into how adults learn and develop as individuals and group members with a common goal. The course presents exercises and conference designed to have student's experience, first hand, how groups react and interact to a variety of situations and SGI methodologies. During the student presentations, the student will act as a combination of small group leader (SGL) and student discussion leader (SDL).
3. The following administrative instructions pertain to the class:
  - a. Class time: 0830 - 1630
  - b. Uniform: Civilian casual
  - c. Point of Contact: SFC Cain/MSG Miller, 805-2288/5383
4. Students are required to attend the entire course (no absences) and receive a go on their presentation/facilitation to receive credit for this course. There is no make-up.
5. Students may stop by the Fort Belvoir Equal Opportunity Office, bldg 1000, 9725 Belvoir Rd., Fort Belvoir, VA 22060, to pick up a student reference guide. The material in the reference guide will be discussed on the first day of the course.
6. On day one, the student will be assigned a class to present. This is a requirement for course completion. Students will be given the lesson plan, visuals, and student material that accompany the lesson. Final examination will be to conduct the class in an appropriate small group instruction mode. Students will be expected to present the lesson's introduction, 20 minutes of its body, take the small group through the Experiential Learning Cycle (ELC), and the lessons' final review or closure.

7. If you have any questions, contact the undersigned at 703-805-5383/2288.

MARGARET M. MILLER  
MSG, USA  
Sr. EOA