NWCG Cadre Meetings Checklist

Consider the following activities when conducting various cadre meetings.

Initial Cadre Meeting:

- [ ] Develop a list of instructor expectations for the course.

- [ ] Discuss options of including coaches and/or shadow opportunities to develop future instructors.

- [ ] Review summary of student evaluations and cadre recommendations from previous courses.

- [ ] Review target group and student profiles, if applicable.

- [ ] Coordinate course materials and presentations.

- [ ] Review experiential learning sessions.

- [ ] Make changes or adjustments to the course as needed. If adjusting course material, ensure NWCG standards are reviewed and adhered to (See N*WCG Standards for Course Delivery*, PMS 901-1, https://www.nwcg.gov/publications/901-1).

- [ ] Finalize logistical support requirements along with instructor travel and per diem process, authorization, and cost tracking, as appropriate.

- [ ] Finalize time schedules and course agenda. Consider start and end times that allow travel time for students and instructors.

- [ ] Determine how pre-course work will be addressed, if applicable.

- [ ] Obtain instructor biographies and contact information.

- [ ] Discuss equal employment opportunity (EEO) provisions and language.

- [ ] Discuss requirements for appropriate cadre attire.

Pre-course Cadre Meeting:

☐ Determine the course presentation tempo.

☐ Provide computer username and password or other access requirements, if applicable.

☐ Test drive electronic presentations, videos, and links.

☐ Discuss concerns.

☐ Review pre-course work scores, if applicable.

Daily Cadre Meeting:

☐ Review unit or daily evaluations from students, if used.

☐ Assess student comprehension and group dynamics.

☐ Identify topics, objectives, or content instructors may have overlooked or that need reinforcement.

☐ Adjust course timeframes, if needed.

☐ Identify and address any additional needs or concerns (e.g., instructors, facilities, students, course content).

Closeout Cadre Meeting:

☐ Review final evaluations.

☐ Document recommendations for future course modifications.

☐ Gather instructor materials.