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 NWCG *Standards for Course Delivery*, PMS 901-1, [https://www.nwcg.gov/publications/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.