



L548 COOP PROGRAM MANAGER'S TRAINING March 19-20, 2012

COURSE CONTENT: This Course provides comprehensive Continuity of Operations (COOP) training for Program Managers at the Federal, State and Local levels of government. Course content and materials are sponsored by the DHS Office of National Security Coordination: FEMA, and includes a **"Train-the-Trainer"** module to equip managers with tools to train their COOP team.

Upon successful completion of this course, attendee will be able to DEFINE COOP; EXPLAIN THE BUSINESS BENEFITS OF COOP; IDENTIFY THE ELEMENTS OF A VIABLE COOP CAPABILITY AND IDENTIFY THE PROCESSES, RESOURCES, AND TASKS NECESSARY TO IMPLEMENT AND MANAGE A SUCCESSFUL COOP PROGRAM. **Students MUST attend each day to obtain a certificate.**

TARGET AUDIENCE: This course is designed for government employees responsible for managing a Continuity (COOP) Program. It is offered by the DFW Federal Executive Board (FEB)/DHS:FEMA partnership at no cost to confirmed attendees. Priority confirmation will be granted to applicants who represent government agencies in the North Central Texas area. The remaining seats, **if any,** will be opened to Federal agencies across the U.S.

LOCATION & TIME:

FEMA Federal Center
800 N. Loop 288
Denton, TX 76209
8:30 am - 4:30 pm

HOW TO APPLY: All applicants must submit a FEMA Form 119-25-1 plus this completed enrollment flyer to the DFW-FEB by **DEADLINE** of **March 14.** You may download the Forms from DFWFEB website: <http://dfwfeb.us>

FAX THIS COMPLETED ENROLLMENT FLYER & FEMA Form 119-25-1 TO :

Peggy Samuels @ **FAX # 214-767-5380**

**Or mail to DFWFEB at:
525 S. Griffin Street, Suite #870; Dallas, TX 75202**

NAME: _____ JOB TITLE: _____
AGENCY: _____ ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
EMAIL ADDRESS: _____ CONTACT PERSON: _____

Please direct any questions to the FEB at 214-767-5370