

AGENDA FOR K0105

Public Information Basics

Course Platform: Zoom – Times listed are EST

Instructors: John Bobel and Kalyca Becketl

Course Manager: Jeff Januchowski

DATE	TIME	Module	TITLE
Day 1 /Monday Sept. 14, 2026	11:00 AM		Welcome (EMI / Host) – Jeff Januchowski
		1	Course Administration – John Bobel & Kalyca Becketl
		2	Introduction to Public Information – John Bobel
		3	Strategic Communications Planning – Kalyca Becketl
	4:00 PM	4	Public Information Roles and Responsibilities – John Bobel
			Daily Takeaway - Adjourn
Day 2 / Tuesday Sept. 15, 2026	11:00 AM		Review Day 1/Plan for Day 2
		4	Public Information Roles and Responsibilities (Cont.)- John Bobel
		5	Writing Skills Workshop – Kalyca Becketl
		6	Interview Skills – John Bobel & Kalyca Becketl
	4:00 PM		Daily Takeaway - Adjourn
Day 3 / Wed. Sept. 16, 2026	11:00 AM		Review Day 2/Plan for Day 3
		6	Interview Skills (cont.) – John Bobel & Kalyca Becketl
		7	Crisis/Emergency Communications – John Bobel
		8	Media Relations at the Scene – Kalyca Becketl
	4:00 PM		Daily Takeaway (Learned/Relearned) - Adjourn
Day 4 / Thursday Sept. 17, 2026	11:00 AM		Review Day 3/Plan for Day 4
		8	Media Relations at the Scene (Cont.) – Kalyca Becketl
		9	Leading a Joint Information Center – John Bobel
		10	Public Alert and Warning Systems – John Bobel
		11	Wrap-up Exercise – John Bobel and Kalyca Becketl
	4:00 PM		Daily Takeaway (Learned/Relearned) - Adjourn
Day 5 / Friday Sept. 18, 2026	11:00 AM		Review Day 4/Plan for Day 5
		11	Wrap-Up Exercise (Cont.) – John Bobel and Kalyca Becketl
		12	Course Summary - John Bobel and Kalyca Becketl Final Exam - online
	3:00 PM		Adjourn