

## AGENDA FOR K0105

### Public Information Basics

**Course Platform: Zoom – Times listed are EST**

**Instructors: John Bobel and Larry Hill**

**Course Manager: Jeff Januchowski**

DATE	TIME	Module	TITLE
Day 1 /Monday June 22, 2026	11:00 AM		<b>Welcome (EMI / Host) – Jeff Januchowski</b>
		<b>1</b>	<b>Course Administration – John Bobel &amp; Larry Hill</b>
		<b>2</b>	<b>Introduction to Public Information – John Bobel</b>
		<b>3</b>	<b>Strategic Communications Planning – Larry Hill</b>
	4:00 PM	<b>4</b>	<b>Public Information Roles and Responsibilities – John Bobel</b>
			Daily Takeaway - Adjourn
Day 2 / Tuesday June 23, 2026	11:00 AM		Review Day 1/Plan for Day 2
		<b>4</b>	<b>Public Information Roles and Responsibilities (Cont.)- John Bobel</b>
		<b>5</b>	<b>Writing Skills Workshop – Larry Hill</b>
		<b>6</b>	<b>Interview Skills – John Bobel &amp; Larry Hill</b>
	4:00 PM		Daily Takeaway - Adjourn
Day 3 / Wed. June 24, 2025	11:00 AM		Review Day 2/Plan for Day 3
		<b>6</b>	<b>Interview Skills (cont.) – John Bobel &amp; Larry Hill</b>
		<b>7</b>	<b>Crisis/Emergency Communications – John Bobel</b>
		<b>8</b>	<b>Media Relations at the Scene – Larry Hill</b>
	4:00 PM		Daily Takeaway (Learned/Relearned) - Adjourn
Day 4 / Thursday June 25, 2025	11:00 AM		Review Day 3/Plan for Day 4
		<b>8</b>	<b>Media Relations at the Scene (Cont.) – Larry Hill</b>
		<b>9</b>	<b>Leading a Joint Information Center – John Bobel</b>
		<b>10</b>	<b>Public Alert and Warning Systems – John Bobel</b>
		<b>11</b>	<b>Wrap-up Exercise – John Bobel and Larry Hill</b>
4:00 PM		Daily Takeaway (Learned/Relearned) - Adjourn	
Day 5 / Friday June 26, 2025	11:00 AM		Review Day 4/Plan for Day 5
		<b>11</b>	<b>Wrap-Up Exercise (Cont.) – John Bobel and Larry Hill</b>
		<b>12</b>	<b>Course Summary - John Bobel and Larry Hill</b> <b>Final Exam - online</b>
	3:00 PM		Daily Takeaway (Learned/Relearned) - Adjourn