

# **BASIC PUBLIC INFORMATION OFFICER**

**(G-290)**

**16.0 HOURS**

**LOCATION:** **Lycoming County Department of Public Safety**  
(542 County Farm Road, Suite 101, Montoursville, PA 17754)

**DATE/TIME:** September 29 & 30, 2012 (0830 – 1630)

**REGISTRATION DEADLINE:** September 10, 2012 (at 1200)

**INSTRUCTOR:** HACC Instructors

**COURSE COST:** **No Cost/Must have 10 students registered to have class.**  
**Maximum class size is 30 students.**

**PREREQUISITES:** **IS-100, IS-200**

**COURSE CODE:** BPIO/DPS

**COURSE OUTLINE:** This Basic Public Information Officer Course (G290) is designed to equip participants with the basic skills needed to function in the role of Public Information Officers (PIOs), and includes concepts such as oral and written communications, understanding and working with the media, and basic tools and techniques needed to perform effectively as a PIO. Additionally, this training is a prerequisite and foundation for more advanced training that takes participants from the awareness level to the mastery level in their public information careers. Topics covered include: Communications Tools That Work; News Interviews; Media Relations at the Scene; Public Information in Expanding Incidents; and News Media Panels.

**\*\*THIS COURSE IS REQUIRED FOR PROFESSIONAL CERTIFICATION  
FOR ALL MUNICIPAL EMERGENCY MANAGEMENT COORDINATORS\*\***

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**PRE-REGISTRATION IS REQUIRED**

**REGISTER ON LINE: [WWW.LYCO.ORG](http://WWW.LYCO.ORG)**

**OR**

**CALL (570) 433-4461**

***LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

If you have a disability and you need special accommodations in regards to this class or you need this announcement in a different format, please call our office.