**Module 4: Exercise Conduct**

**Terminal Objective**

After completing this module you should be able to describe the activities needed for exercise preparation, exercise play, and exercise wrap-up.
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Module 4: Agenda

This module is broken into three lessons:

Lesson 1: Exercise Preparation
Lesson 2: Exercise Conduct
Lesson 3: Exercise Wrap-Up

Slide 4

Lesson 1: Exercise Preparation

Enabling Objectives

- Describe activities related to exercise setup
- Describe the purpose of participant briefings
- Identify participant roles and responsibilities during exercise conduct

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**Discussion-based Exercise Set-Up**

**Prior to Conduct:**
- Print exercise written materials
- Arrange for presentation equipment and refreshments

**Day of Conduct:**
- Put up signage
- Set-up registration table(s)
- Set up room and table configurations
- Place name and table tents
- Test presentation equipment

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**Operations-Based Exercise Set-Up**

**Prior to Conduct:**
- Print exercise written materials
- Issue Media and Public Service Announcements
- Arrange briefing rooms and set-up A/V equipment
- Elected/Appointed Officials and Controller/Evaluator Briefings
- Walk-through exercise area and check for potential safety issues

**Day of Conduct:**
- Place signage, set up props, and mark off exercise area
- Set up registration area
- Actor, Player, Observer Briefings
- Conduct communications check
Exercise Orientation Briefings

- Elected/Appointed Officials Briefing
- Controller/Evaluator Briefing
- Actor Briefing
- Player Briefing
- Observer Briefing

Participants

- Exercise Director
- Evaluator(s)
- Lead Evaluator
- Facilitator(s)
- Controller(s)
- Senior Controller
- Safety Controllers

- Exercise Assembly Area Controller
- Simulators
- Observers
- Players
- Actors
Lesson 1: Review

In this lesson you learned about:

- Activities related to exercise setup
- The purpose of participant briefings
- Participant roles and responsibilities during exercise conduct

Lesson 2: Exercise Conduct

Enabling Objective

After completing this lesson you should be prepared to describe the activities related to the conduct of discussion-based and operations-based exercises.
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**Discussion-based Conduct**

- Multimedia Presentation
- Facilitated Discussion
- Moderated Discussion
- Exercise Data Collection

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**Operations-based Conduct**

- Realistic representation of capabilities to be examined
- Actual or simulated environment
- Functional performance
- Exercise data collection
- Contingency process

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Control

- Communication and coordination
- Roles and responsibilities
- Safe and effective play
- Simulation

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Lesson 2: Review

In this lesson you learned about activities related to the conduct of discussion-based and operations-based exercises.
Lesson 3: Exercise Wrap-Up Activities

Enabling Objective

After completing this lesson you should be able to describe the wrap-up activities that all relevant data is collected to support effective evaluation and improvement planning.

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Wrap-Up Activities

- Debriefings (evaluators, planning team)
- Player Hot Wash
- Controller/Evaluator Debriefing
- Data Collection

NOTES:
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**Activity 6 (Optional): Discussion-based Exercises Lessons-Learned**

**Objective:**
Discuss the implications of exercise design and development choices.

**Time:** 10–15 minutes

**Instructions:**
Watch the video which outlines some tips and pitfalls of exercise design and development.

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**Activity 7 (Optional): Operations-based Exercises Lessons-Learned**

**Objective:**
Discuss the implications of exercise design and development choices.

**Time:** 10–15 minutes

**Instructions:**
Watch the video which outlines some tips and pitfalls of exercise design and development.
Lesson 3: Review

In this lesson we discussed exercise wrap-up activities including:
- Debriefings
- Player Hot Wash
- Controller/Evaluator Debrief
- Data collection for development of draft After Action Report (AAR)

Module 4: Conduct Summary

In Module 4, we discussed:
- Exercise Preparation
- Exercise Conduct
- Exercise Wrap-Up Activities

In Module 5, will describe the post-exercise evaluation process.
## Acronyms

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