

# THE FOCP TRAINING DIVISION COURSES AND CONTACTS

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Schweizerische Eidgenossenschaft  
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Federal Department of Defence,  
Civil Protection and Sport DDPS  
**Federal Office for Civil Protection FOCP**  
Training



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# PREFACE

## **Training Division**

The Training Division of the Federal Office for Civil Protection provides training for teaching staff, cadre and specialists in the protection and support organisations and coordinates training with its partner organisations and the armed forces.

From staff exercises to security network exercises with senior cantonal executives, we are here to offer our support. Our tasks also include recruiting persons who are suitable for protection and support service.

At the Federal Training Centre in Schwarzenburg, we provide our clients with a modern training infrastructure for courses, conferences, seminars and information events. We provide all our services through constructive collaboration with federal authorities, cantons, management bodies and partner organisations and thus make an indispensable contribution to the protection of our population.

This brochure provides information on the many different tasks of the Training Division and can help you to find the right contact person for your course or event.



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Head of the Training Division



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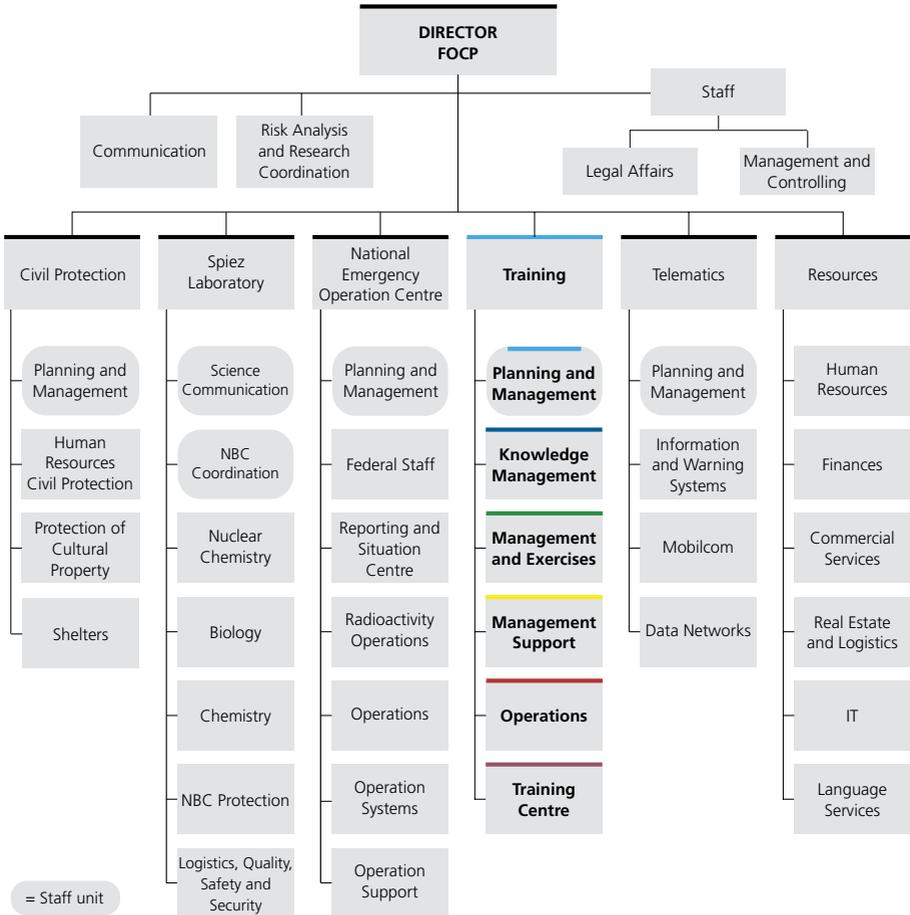
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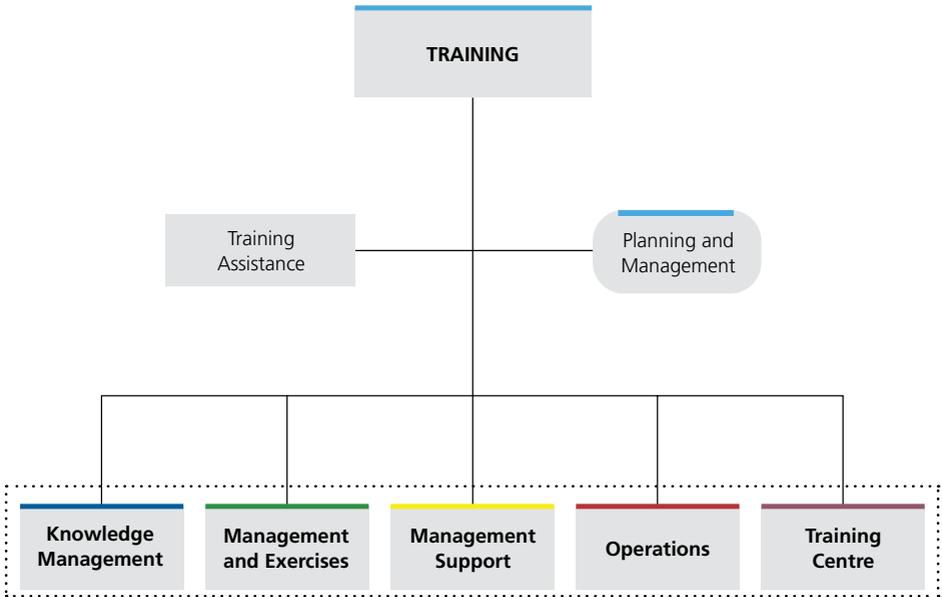
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# ORGANISATION FEDERAL OFFICE FOR CIVIL PROTECTION



As of August 2019

# ORGANISATION TRAINING DIVISION



= Staff unit

..... Specialist field / Section

nehme ich mit

Delegation

Prioritäten

Affinitätstheorie

Problem erkennen

Totprobleme definieren

Gute/neue Beispiele

Totprobleme gliedern

Tool Affinitätsdiagramm

Regeln

Wir halten Ordnung

Wir lösen Probleme,

Wir führen/unterstützen

Ziel

Situationen analysieren

Lösungen und

eine der S  
angepasste  
treffen,  
die aus d  
scheidung  
abhebe





## PLANNING AND MANAGEMENT

The Planning and Management Section reports directly to the head of the Training Division. It is responsible for project and business coordination and finance and controlling.

The Projects and Business Coordination Unit ensures the uniform treatment of projects and business and oversees their implementation.

The Finance and Controlling Unit ensures that financial and procurement procedures are carried out correctly and that the required management figures and performance indicators are given to the Training Division.

## Planning and Management



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# KNOWLEDGE MANAGEMENT SECTION

The Knowledge Management Section provides basic and advanced training for protection and support teaching staff and is in charge of development of the Federal Teacher Training School.

The training equips full and part-time teaching staff for their future careers. The training modules are offered individually or as part of courses.

Teaching staff in civil protection partner organisations can also attend courses at the Federal Teacher Training School. By completing specific modules, teachers can obtain recognised qualifications. These are:

- SFAE Teacher’s Certificate
- Federally Certified Instructor
- Federally Certified Civil Protection Instructor
- Part-time Civil Protection Instructor

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## MANAGEMENT AND EXERCISES SECTION

The Management and Exercises Section provides courses in management for members of management bodies and basic and advanced training for protection and support commanders and their deputies.

Options include training in areas such as leadership techniques, staff work, civilian-military cooperation and planning and managing civil protection operations. This also includes the preparation of suitable operations and training materials.

We support the Confederation and the cantons in organising and running exercises for operational management bodies, in particular with planning, preparation, conduct and review.

## Leadership and Exercises Section



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## MANAGEMENT SUPPORT SECTION

The Management Support Section provides basic and advanced training relating to situation and telecommunications for members of the civil protection organisations. Its services comprise specialist, cadre and advanced training courses and the compilation of documents for training and operations at both federal and cantonal levels.

The section also operates the Polycom and Polyalert centre of excellence.

It offers all technical training courses required to configure, operate and monitor Polycom radio networks and to operate end-user devices. Polyalert training is offered to those responsible for alerting the population in the cantons.

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## OPERATIONS SECTION

The Operations Section provides basic and advanced training in support, protection & care, logistics and NBC protection for members of the civil protection organisations.

Activities include conducting specialist, cadre and advanced courses, and the compilation of educational and operational material for federal and cantonal clients.

Technical modules for protection and support instructors are offered as part of the teacher training programme.

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## TRAINING CENTRE SECTION

The Training Centre Section runs and maintains all the facilities for training, administration and hosting guests at Schwarzenburg. It ensures that full use is made of guest rooms, seminar rooms and restaurant.

The section is in charge of course planning, coordination and administration. It also produces training materials and ensures that they are available in the languages required.

The IT coordination unit guarantees the smooth operation of electronic office equipment and educational applications. Members of the Training Centre Section attend to the guests so that they are able to enjoy and benefit from their stay. The section also provides the logistics services required by the guests, such as transport, materials, mail, security and cleaning.

## Training Centre Section



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**Edith Dürrenmatt**

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**Eva Hürst**

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## Facility Management



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**Marlis Schick**  
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**Sonja Schmid**  
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**Elsbeth von Niederhäusern**  
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**Margrit Zahnd**  
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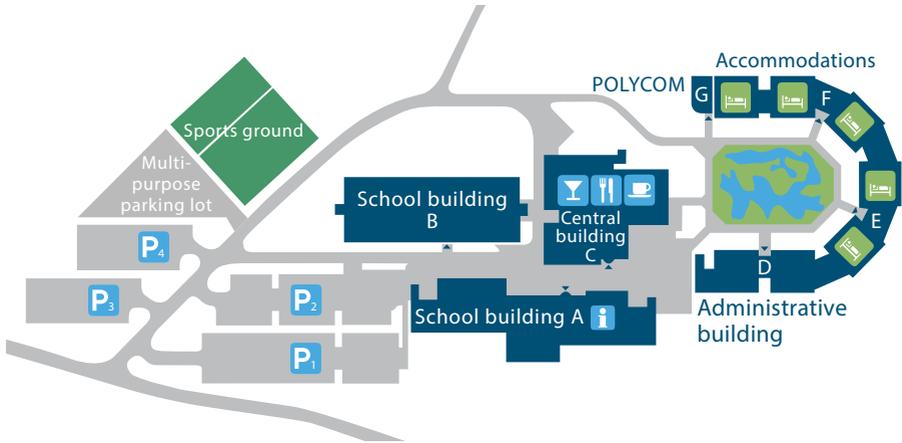


**Monika Zahno**  
House cleaner



**Margrit Zutter**  
House cleaner

## Plan of Federal Training Centre Schwarzenburg (FTCS)



## Polycom and Polyalert centre of excellence



## Auditorium and plenary halls



	Seats	m <sup>2</sup>
1 Auditorium	180	370
1 Plenary hall A	96	230
1 Plenary hall B	56	160

## Class and side rooms



- 33 classrooms, 8–20 seats, 60–100 m<sup>2</sup>
- Various offices for teaching staff
- Reception / information
- Game and fitness room

## Central building



- Self-service restaurant, max. 340 seats
- Bar
- Lounge



## Accommodation



- 50 double rooms with TV; showers/ WC on same floor
- 75 single rooms with shower/WC and TV

## Sport



- 1 multi-purpose area for various ball sports
- 1 small lawn
- 1 beach volleyball field
- 1 fitness/gym and games room
- 3 e-bikes
- Hire of city and mountain bikes incl. helmet
- Nordic walking sticks
- Access to the ZURICH vita parcours (circuit training trail)

## Information about the FTCS

We will be happy to advise you about reservations and prices.

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# TRAINING DIVISION



## Strategic goals of the Division

- The Training Division is a recognised coordinator and provider of training courses that are up-to-date and meet current and future requirements for protection and support activities.
- The Schwarzenburg Training Centre offers a wide range of services, is officially recognised and is cost-effectively managed.  
Its infrastructure is constantly being updated to meet the latest needs.
- The Federal Office for Civil Protection's training and event centre is attractive and future-oriented. It is recognised and used as a seminar venue by federal authorities, the cantons and national and international partner organisations.
- Trained managers and officials are given excellent preparation in the courses and exercises for their deployment in the event of an incident.
- The civil protection instructors, trained by the FOCP and the cantons, all have recognised qualifications (federal diplomas).



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