

**The Group Train-the-Trainer Course on Planning and Implementing
Active Learning Workshops
29 February – 3 March, 2016
Chiba, Japan**

Daily Programme

Monday 29 February		Resource
8:30 –9:00	Arrival and participant registration	
9:00 –10:00	Opening of Programme Introduction of objectives & agenda Introduction of participants, expectations, and guidelines Group photo	
10:00-10:15	Coffee break (15 min)	
Module One: Workshop Design		
<i>Objectives:</i> Participants will be able to conduct a needs assessment, identify learning objectives and plan an evaluation strategy.		
	Session 1.1 Conducting a needs assessment	
10:15-10:45	○ <i>Case study:</i> A request for training	
10:45-11:15	○ <i>Expert presentation:</i> How to conduct a needs assessment: methods and practice	
11:15-12:00	○ <i>Role play:</i> Practice conducting a needs assessment with a training sponsor	
12:00-12:30	○ <i>Application:</i> Plan needs assessment for individual learning project	
12:30-13:30	Lunch break (1 hour)	
	Session 1.2 Identifying learning objectives	
13:30-14:00	○ <i>Expert presentation & practice:</i> Writing behavioural objectives	
14:00-15:00	○ <i>Application exercise:</i> Write behavioural objectives for individual learning projects and receive feedback	
15:00–15:15	Coffee break (15 min)	
	Session 1.3 Evaluation strategies	
15:15-15:45	○ <i>Expert presentation:</i> Four levels of evaluation	
15:45-16:15	○ <i>Application:</i> Determining levels of evaluation to apply	
15:15-17:00	○ <i>Discussion:</i> Determine evaluation levels for individual learning projects	

Tuesday 1 March		
Module Two: Workshop Development		
<i>Objectives:</i> Participants will be able to describe several learning styles; identify, sequence and vary learning activities to respond to these learning styles; create effective training content and presentations.		
9:00 - 9:30 9:30 -10:15	Session 2.1 Understanding four learning styles ○ <i>Expert presentation:</i> Overview of Kolb Learning Styles Inventory ○ <i>Group discussion & presentations:</i> Understanding the four styles	
10:15-10:30	Coffee break (15 min)	
10:30 -10:45 10:45 -11:00 11:00-12:30	Session 2.2 Sequencing learning activities ○ <i>Expert presentation:</i> How to sequence learning activities ○ <i>Exercise:</i> Sequencing activities for a workshop on how to give feedback ○ <i>Application:</i> Sequence learning activities for individual learning projects; feedback & discussion	
12:30-13:30	Lunch break (1 hour)	
13:30-14:15 14:15-15:00	Session 2.3 Creating effective presentations ○ <i>Interactive demonstration:</i> Effective delivery skills ○ <i>Expert presentation:</i> Organizing a presentation	
15:00-15:15	Coffee break (15 min)	
15:15-15:45 15:45-17:00	○ <i>Expert presentation:</i> Creating interesting and compelling visual aids ○ <i>Work session:</i> Participants create 6-minute presentations to deliver on Day 3.	
Wednesday 2 March		
9:00-9:30 9:30-10:30	Session 2.4 Delivering effective presentations ○ <i>Expert presentation:</i> Developing personal style; how to give feedback on presentations ○ <i>Participant presentations:</i> Group feedback and discussion	
10:30-10:45	Coffee break (15 min)	
10:45-12:00 12:00-12:30	○ <i>Participant presentation:</i> Group feedback and discussion (cont.) ○ <i>Large-group discussion:</i> Debrief & wrap up of presentation skills	
12:30-13:30	Lunch break (1 hour)	

Module Three: Workshop Delivery

Objective: Participants will be able to use interaction skills to engage learners and facilitate active learning discussions and activities.

	Session 3.1 Interaction skills	
13:30-14:00	○ <i>Interactive demonstration:</i> Interaction skills	
14:00-15:00	○ <i>Role play:</i> Listening to understand	
15:00-15:15	Coffee break (15 min)	
15:15-15:45	○ <i>Demonstration:</i> Using interaction skills	
15:45-17:00	○ <i>Interactive skills practice:</i> Participants practice and give feedback	
Thursday 3 March		
	Session 3.2 Group process skills	
9:00- 09:30	○ <i>Expert presentation:</i> Managing resistance	
9:30- 10:15	○ <i>Exercise:</i> Handling resistance in training sessions	
10:15-10:30	Coffee break (15 min)	
10:30–11:30	○ <i>Interactive presentation:</i> Cultural factors in training workshops	
11:30-12:30	○ <i>Group discussion:</i> Handling difficult behaviours in training workshops	
12:30-13:30	Lunch break (1 hour)	
	Session 3.3 Facilitation Skills	
13:30-14:00	○ <i>Expert presentation:</i> Facilitating activities and discussion	
14:00-15:00	○ <i>Facilitation practice:</i> Participants practice facilitation in small groups and receive feedback from colleagues	
15:00-15:15	Coffee break (15 min)	
15:15–16:15	○ <i>Facilitation practice:</i> Participants practice facilitation in small groups and receive feedback from colleagues (cont.)	
16:15-16:45	Summary & action planning	
16:45–17:00	Closing	