

Training of Trainers: Improving facilitation skills

(Facilitated remote workshop)

19 – 30 September 2022

Guideline

I. OVERVIEW OF THE WORKSHOP

The workshop aims to enhance the facilitation skills of trainers in national statistical systems. Over a 2-week period, participants will collaborate with the workshop facilitator and each other to gain insights on how to better design and facilitate trainings.

II. TARGET PARTICIPANTS/NOMINATION CRITERIA

Target participants are staff of national statistical offices and national training institutes who regularly lead/are expected to lead national capacity building activities. The focus of the workshop is facilitation skills and staff who currently facilitates training (or as expected to facilitate trainings in the near future) in any statistical domain is most welcomed to join the workshop. The workshop will be conducted in English and participants should have a strong command of English. Six months after the completion of the training, SIAP will be in contact with the selected participants to assess the extent to which they are engaged in facilitating trainings.

III. WORKSHOP DESIGN AND CONTENT

A draft agenda for the workshop follows in Annex 1. The workshop will be held Monday-Friday over a 2-week period, 3:45 PM- 7 PM Tokyo time (6:45 AM- 10 AM UTC). At the end of the workshops, participants will practice the skill learned during the workshop by facilitating a short session. More details about the practice sessions will be provided during the workshop and there is no need for any pre-workshop preparation.

IV. EVALUATION

Participants are required to actively participate throughout all sessions of the workshop. Certificates will be issued based on the active participation in all sessions and upon successful completion of the practice facilitation session.

V. TECHNICAL REQUIREMENTS

The workshop will be conducted over Zoom. Participants should use a laptop or personal computer with a camera. Participants are expected to interact live via video with the facilitator and each other, and a stable internet connection would be needed to ensure that the video feed is always visible.

Annex 1: Draft agenda

Time (UTC)	Monday 19.09.2022	Tuesday 20.09.2022	Wednesday 21.09.2022	Thursday 22.09.2022	Friday 23.09.2022
06:45-8:15	Opening words Getting to know each other	A facilitator's mindset	Questioning, Listening & Responding Skills	Questioning, Listening & Responding Skills continued	Giving and Receiving feedback
8:15 – 8:30	<i>Comfort Break</i>				
8:30-10:00	Introduction to Miro, online	A facilitator's mindset continued	Questioning, Listening &	Discussion leading process	Preparing a session plan
Time (UTC)	Monday 26.09.2022	Tuesday 27.09.2022	Wednesday 28.09.2022	Thursday 29.09.2022	Friday 30.09.2022
06:45-8:45	Developing facilitation tools	Prepare for practice facilitation	Practice facilitation	Practice facilitation	Practice facilitation
8:55 – 9:00	<i>Comfort break</i>				
9:00 – 10:00	Prepare for practice facilitation	Practice facilitation	Practice facilitation	Practice facilitation	Practice facilitation Closure