

Workshop for Presenters for SMEs working in IGOs in Kosovo

Microsoft Teams, 2-3 November 2022

Pristina, 8 November 2022

COURSE AGENDA



A Programme supported by the EU's Instrument for Stability

Day one, 2 November 2022, Online – Microsoft TEAMS					
Time	Subject	Module	Session	Learning objectives	Facilitator
09.00-10.30	Welcome and introduction	INTRODUCTION & ICEBREAKER	<ul style="list-style-type: none"> - Organizer’s introduction and participants’ introductions (ice-breaker) - Workshop rules and housekeeping - Agenda and course content - Importance of the introduction session in the training 	<ul style="list-style-type: none"> • state organizer’s aim of the training, • name other participants in the group and the course team, • summarise housekeeping issues for the workshop • state the aim and key learning objectives of the workshop, • explain the importance of introductory activities in terms of meeting motivational need. 	Training team
10.30-10.45 Break					
10.45-11:45	The training cycle	WORKING IN A TRAINING TEAM	<ul style="list-style-type: none"> - The teaching cycle and the role of the trainer 	<ul style="list-style-type: none"> • explain the role of the trainer in the phases of the teaching cycle • identify the different roles and responsibilities of training team members; • recognize the features of a high performing training team; • describe the essential requirements for managing, or contributing positively to, a faculty team before and during courses. 	
11.45-13.15	Principles of adult learning	TEACHING AND LEARNING THEORIES	<ul style="list-style-type: none"> - Theories about learning (experiential learning, social learning, learning styles, adult learning) - Difference between pedagogy and andragogy, trainer-centred and learner-centred approach Experiential learning - Activity: learning by doing - Social learning - Remembering and forgetting - Knowledge, skills, attitudes (KSAs), dimensions of learning 	<ul style="list-style-type: none"> • describe the process of experiential learning, explain the importance of social interactions in learning processes, • state the principle of adult learning, • describe the process of remembering. 	
Day two, 3 November 2022, Online – Microsoft TEAMS					
Time	Subject	Module	Session	Learning objectives	Facilitator
9.00-9.15			Learning Reinforcer exercise / Daily Intro		Training team
9.15-10.30	Training needs assessment	ASSESSING NEEDS	<ul style="list-style-type: none"> -Assessing needs: what, why, when and how -Analysing the target audience & its environment 	<ul style="list-style-type: none"> • propose activities for training needs assessment. 	

10.30-10.45 Break					
10.45-13.00	Planning and designing a Training Course: an introduction	PLANNING & PREPARATION	<ul style="list-style-type: none"> - Aims, objectives and learning outcomes - Bloom's Taxonomy - Learning programmes and lesson planning - Lectures and presentations 	<ul style="list-style-type: none"> • explain the difference between and identify aims, objectives and learning outcomes, • list the key elements of an administration and logistics checklist in preparing for an upcoming training event • formulate learning objectives for their training, courses. 	
Day three, Tuesday 8 November 2022					
Time	Subject	Module	Session	Learning Objectives	Facilitator
09.00-09.30	Welcome back in person and team building	INTRODUCTION & ICEBREAKER	<ul style="list-style-type: none"> - Organizer's introduction and participants' introductions (ice-breaker) - Workshop rules and housekeeping - Agenda and course content 	<ul style="list-style-type: none"> • state organizer's aim of the training, • name other participants in the group and the course team, • summarise housekeeping issues for the workshop • state the aim and key learning objectives of the workshop. 	
09.30-10.30	Planning and designing a presentation	PLANNING & PREPARATION (recap & con't)	<ul style="list-style-type: none"> - Describe the elements of a learning sequence; - Discuss how to plan effectively a session. 	<ul style="list-style-type: none"> • Describe how Bloom's Taxonomy can be used to plan a training session. • explain the characteristics of the presentation roadmap 	
10.30-10.45 Break					
10.45-11.45	Outlining the instructional strategy	TECHNIQUES TO USE IN A TRAINING SESSION	<ul style="list-style-type: none"> - How to convey the message to the target audience - How to facilitate the learning process - KSAs and training methods 	<ul style="list-style-type: none"> • Select the appropriate method for their sessions, • describe how to run at least two energiser activities, • propose learning activities that address / cover knowledge, skills and attitudes. 	
11.45-13.00	Creating an effective learning environment	MANAGING THE TRAINING ENVIRONMENT	<ul style="list-style-type: none"> - Effective communication in the training room - Using positive and negative language - Dealing with challenging behaviors 	<ul style="list-style-type: none"> • summarize elements of good verbal and non-verbal communication as a trainer, • distinguish between effective and less effective language to use in the training room, • explain how to deal with challenging behaviors. 	
13.00-14.15 Lunch					
14.15-16.00	Practical exercises	TECHNIQUES TO USE IN A TRAINING SESSION	<p>Practical exercises on determining the instructional strategy and delivery</p> <ul style="list-style-type: none"> - What are the learning objectives? What level of thinking are we aiming for? What type of knowledge or skills do the learners need? - Who is your target audience? 	<ul style="list-style-type: none"> • Formulate learning objectives for the presentation • Outline the learning sequence • Select the appropriate method • propose learning activities that address / cover knowledge, skills and attitudes. 	

			<ul style="list-style-type: none"> - Are there any cultural barriers, factors and issues you need to consider? - How many participants are there? - How much time is available? - What kind of materials would you need? What is available? - How big is the space? Are there break-out rooms available? - How will I assess the learning? 		
16.00-16.15	Break				
16.15-	Workshop close	CLOSING OF THE TRAINING	<ul style="list-style-type: none"> - Review expectations and objectives for the workshop - Summary of the event 	<ul style="list-style-type: none"> • Reflect upon fulfilment of their expectations and own learning progress, • summarize the training. 	