

TRAINER OF TRAINERS WORKSHOP - INTERMEDIATE

Venue: ICPAK TRAINING CENTRE
23 – 24 JANUARY 2019

Resource Persons Role and Responsibilities

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Outline



- Content Preparation (Detailed)
- Presentation / Delivery (Detailed)
- Time Management

Content Preparation : Learning Objectives



The learner should be able to

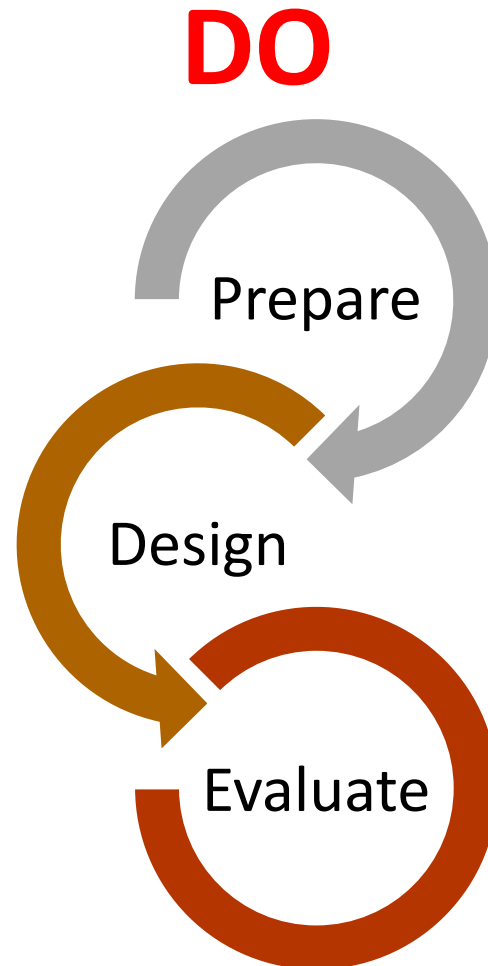
DO

KNOW

FEEL

differently as a result of the learning

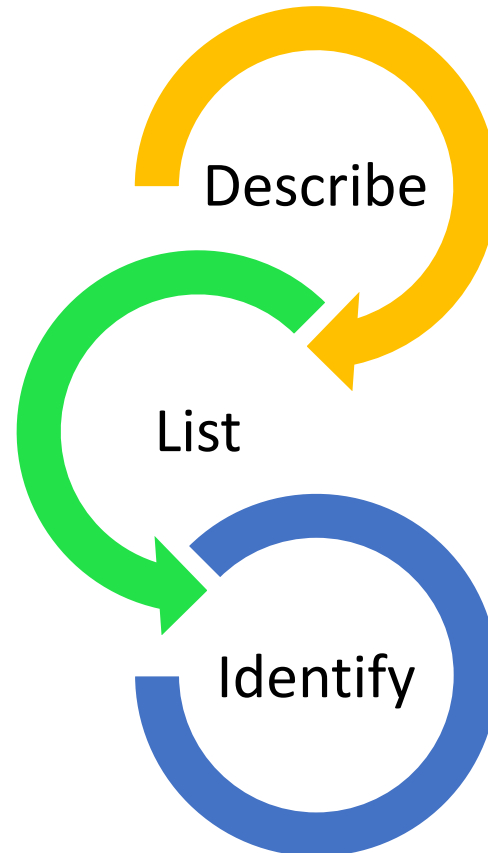
Content Preparation : Learning Objectives



Content Preparation : Learning Objectives

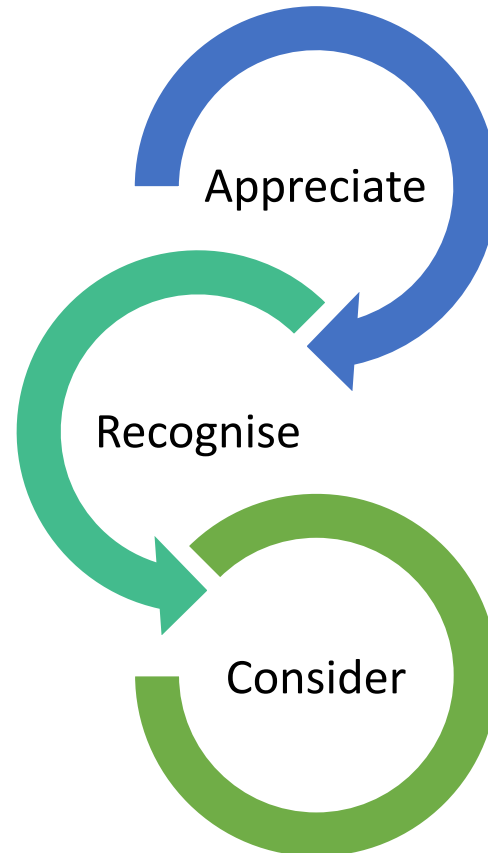


KNOW



Content Preparation : Learning Objectives

FEEL



Content Preparation : Selecting Content



Topics are sorted according to whether there are things the participants

❖ **Must know (high priority)**

❖ **Should know (medium priority)**

❖ **Could know (lower priority)**

Content Preparation : Session Planning



Opening session to morning break	<ul style="list-style-type: none">➤ Lightweight➤ Scene setting➤ Lay down foundations➤ Review of previous day➤ Cover areas already known
Morning break to lunchtime	<ul style="list-style-type: none">➤ Heavyweight and technical material➤ Introduce new concepts➤ Build on pre-existing knowledge➤ Challenge thinking
Post lunch to afternoon break	<ul style="list-style-type: none">➤ Overcome post lunch inertia with energisers➤ Introduce movement to keep people alert➤ Use participatory exercises➤ Have discussions to make a high impact session
Afternoon break to close	<ul style="list-style-type: none">➤ Lighter activities➤ Build on earlier foundations➤ Review and summarising

Presentation / Delivery : Learning Styles



Bandler and Grinder's Four Modalities

1. Visual (seeing)
2. Auditory (hearing)
3. Kinaesthetic (moving)
4. Tactile (touching)

Presentation / Delivery : Learning Styles



Visual (seeing)

- Look at teacher's face intently
- Like looking at wall displays
- Recall information by remembering how it was set out on a page

Auditory (hearing)

- Like the teacher to provide verbal instructions
- Like dialogues and discussions
- Solve problems by talking about them

Kinaesthetic (moving)

- Learn best when they are active or involved
- Find it difficult to sit still for long periods
- Use movement as a memory aid

Tactile (touching)

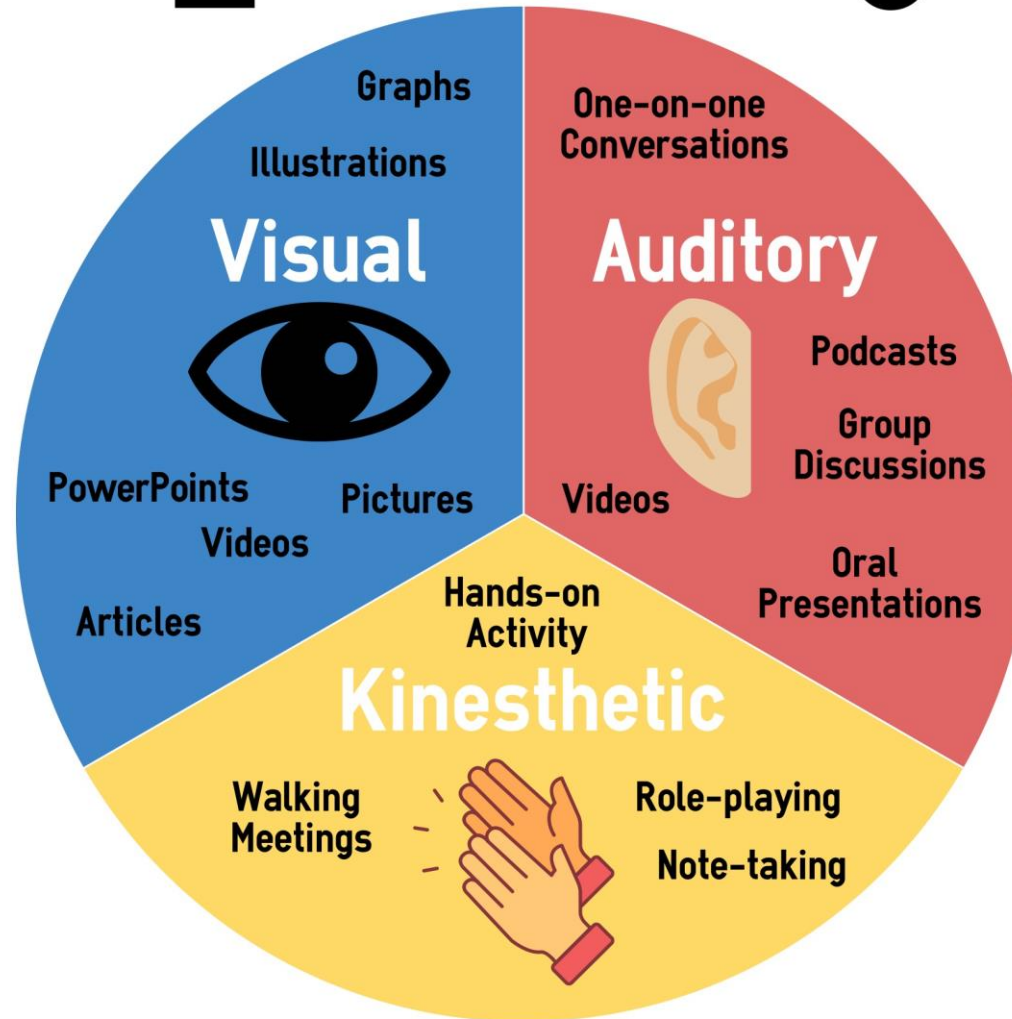
- Use writing and drawing as memory aids
- Learn well in hands on activities like projects and demonstrations

Presentation / Delivery : Learning and Teaching styles



Visual	➤ Use visual aids eg posters, graphic organisers, wall displays
Auditory	<ul style="list-style-type: none">➤ Use audio tapes and videos➤ Use storytelling➤ Allow learners to work in pairs and small groups regularly
Kinaesthetic	➤ Use physical activities, role plays, etc
Tactile	<ul style="list-style-type: none">➤ Use demonstrations➤ Use while-listening and reading activities eg ask participants to fill a table while listening to a talk or to label a diagram while reading

LEARNING STYLES



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Time Management




Time Management : Using session plans



Slide Number & Title	Activity	Timings	Resources Required
Slide 1 – Employability Skills Workshop	Holding slide while people arrive		Training powerpoint
Slide 2 - Introductions	Trainers introduce themselves Attendees introduce themselves using a speed networking format or similar	5mins	
Slide 3 – Today’s Objectives	Go through objectives	5mins	
Slide 4 – What are employability skills?	<ul style="list-style-type: none"> ➤ Talk through definition ➤ Ask the attendees to brainstorm what attributes/skills they think relate to employability 	5mins 15mins	
Slide 5 – Employability skills are	<ul style="list-style-type: none"> ➤ Show them the list of employability skills and discuss any differences, do they know what each of the skills are (see briefing sheet on entrepreneurship if needed) ➤ Play the Skills Game – split them into groups of 3 or 4 and get them to match attributes (resourcefulness, friendly, focused etc) to each skill and then come up with an example of how they could demonstrate each skill. <p>NB It is not essential that they match them up correctly this game is more about getting them familiar with these terms and discussing how they could illustrate having them</p>	10mins 20mins	Skills game
Slide 6– Skills that Employers want and how they can be developed	<ul style="list-style-type: none"> ➤ Ask participants to complete the Employability Skills Audit worksheet. ➤ Run through the worksheet as a group identifying each skill and discuss how they can be linked to the student ambassador role. 	5mins	Employability Skills Audit worksheets

CONCLUSION

- Identify learning objectives : do, know and feel
- Selecting content: must know, should know, could know
- When would you hold this session: opening, morning, post lunch, towards closure
- The learning style: visual, auditory, kinaesthetic, tactile
- The teaching style: oral presentations, posters, fill table while listening to a talk
- Time Management



Thank
You
for giving us
your thyme!

Tales from Outside the Classroom