

## WORKSHOP AGENDA – TRAINING of TRAINERS OPTION 1

Time	Day 1	Day 2	Day 3		Day 4
8:30 – 12:30	<p>Welcome Setting the Stage Introduction of Participants Expectations Ground Rules</p> <p><b>Session 1: Training Planning and design</b></p> <ul style="list-style-type: none"> <li>• Adult Education: Role of the Facilitator</li> <li>• Adult Education Techniques</li> </ul> <p><b>Session 2: Developing Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• Types of Learning Objectives</li> <li>• Creating Active Learning Objectives</li> </ul>	<p><b>Session 3: The Adult Experiential Learning Cycle</b></p> <ul style="list-style-type: none"> <li>• The Experiential Learning Cycle</li> <li>• Questions and the Learning Cycle</li> </ul>	<p><b>Session 4: Developing Good Facilitation Techniques</b></p> <ul style="list-style-type: none"> <li>• Asking Questions</li> <li>• Encouraging Discussion and Participation</li> <li>• Managing the Large Group</li> <li>• Brainstorming and Buzz Groups</li> <li>• Use of Small and Large Groups</li> <li>• General Communication Principles, Giving and Receiving Feedback, Dealing with Conflict</li> </ul>	<p><b>Session 5: Using Learning Activities Effectively</b></p> <ul style="list-style-type: none"> <li>• Tools for Creative Teaching</li> <li>• An Inventory of Learning Activities</li> <li>• Choosing Appropriate Activities for Different Learning Objectives</li> </ul>	<p><b>Practicum:</b></p>
Lunch					
1:30 – 5:00	<p><b>Practicum:</b></p> <p><b>Overview of the Actual Training Materials:</b></p> <ul style="list-style-type: none"> <li>• Assignment of Practicum sessions</li> </ul> <p>Session Summary/Feedback</p>	<p><b>Practicum:</b></p> <p>Session Summary/Feedback</p>	<p><b>Practicum:</b></p> <p>Session Summary/Feedback</p>	<p><b>Practicum:</b></p> <p>Session Summary/Feedback</p>	<p><b>Practicum:</b></p> <p>Session Summary/Feedback Closing Comments Workshop Evaluation</p>