

Guidelines to course presenters

V1

NORPLAN 

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Main item		Order form no:
Guidelines for presenter to prepare plan for course implementation		Date prepared Jan13/ProfEqrar
TOC	<p>Topics will discuss with MRRD</p> <ul style="list-style-type: none"> • Training objectives • Varied Audience and recipients for training • Preparation of handouts • Course timetable/ organization of topics • Methods (trenching and participatory methods proposed) • Training indicators • Resources and materials required • Training venue 	
Why course plan	<p><u>For each short course we want a 2-4 page course plan</u></p> <p>For the implementation of the course each course presenter will have to prepare a brief 2-3 page paper how the proposed course will be implemented. This covers practical arrangements, topics, training method, resource requirements so that the course coordinators can guide the total training program to adhere to the project and training focus, so that course facilitators and logistic personnel can plan and prepare the facilities for effective course implementation</p>	
Course duration	<p><u>Clear course details</u></p> <p>Total course duration Days with classroom training Days field / practicals:</p>	
Qualification criteria for participants	<p><u>Who is this course suitable for?</u></p> <p>What is the minimum education level desired for participants to benefit from the course. What is desired practical experience desired?</p>	
Course participants	<p><u>Number of participants per course.</u></p> <p>Class sizes for effective effective participatory learning may be limited to between 10 to 20 persons unless it is only a shorter information type of course.</p>	
What are the key topics the participants	<p><u>What are the participants to learn?</u></p> <p>Describe the key topics what the participants will know after the training course and what types of skills/ tasks the participants are expected to master after the training</p>	
Training methods	<p>Describe proposed training methods, interactive training (groupwork, discussion, etc and training resource support required if any</p>	
Prepare session plans	<p>Objective Method of training Organization of material, introduction , body, conclusion, Aids to be used</p>	

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	<p>Questions to be asked</p> <p>Themes for group work</p>
Training material to be developed?:	<p>Handouts to be prepared?</p> <p>What type of handouts will be issued and need to be prepared?</p> <p>Handouts should be presented to the training manager at least two weeks before the course.</p> <p>Other reference material to be used/ needed for the training course.?</p> <p>Please keep in mind that there is limited time for preparation of volume of material. Must expect to limit new material to key issues/ topics of say 3-10 pages per session. Use reference documents where necessary.</p> <p>An idea to organize the handouts to</p> <ul style="list-style-type: none"> • What trainees must know • What trainees should know • What trainees could know. <p>Prioritise documentation/ handouts</p>
Audio visual aids	<p>. Overhead?</p> <p>Video projector.</p>
Evaluation	<p>Each course should be evaluated</p> <p>Team leader approval. Sign/date.</p>
Training language and how to address translation needs	