

TRAINING COURSE SUMMARY SHEET



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Course title: <i>Training of Trainers Methods =</i> Effective Facilitation Skills for Trainers		Course no: 3.1 Date prepared: 20 Jun 2012	
Training purpose	<p>This workshop is designed for people interested in learning how to become an effective trainer to facilitate the delivery of CAWST workshops, communicate better with others, and understand how participant learning can be maximized. The goal of this workshop is to develop the necessary skills and techniques to be an effective trainer. Topics include how the human brain learns, the role of the trainer to facilitate learning, and tools and techniques for designing and facilitating learning through participatory lessons.</p> <p>Training is essential to develop a base of understanding, but it is through direct application of techniques that bring information from knowledge to skill level. As such, through instruction and mentoring, individual lessons will be designed, presented and revised to directly apply the concepts investigated during the workshop. The workshop will incorporate various CAWST training materials.</p>		
Target group	Education level (degree/technicians etc): Reading and writing	Experts/national planners/provincial/district Educationalist or persons who will train others	
Course details:	Course language(s) English / Dari		
	Duration (days); 5 Days	No. participants/ course: 20	Theoretical /practical/training? Theoretical/Practical application
	Planned course location(s) Kabul and other regional places	Responsible presenter Dr. Shir Ahmad	Handouts to be prepared by: WET Centre
Summary syllabus	<p>CONTENT</p> <p>The following is a tentative list of the topics to be covered. A specific agenda will be developed for each workshop.</p> <p><u>Theory</u></p> <ul style="list-style-type: none"> • Knowledge, skills and attitude of an effective trainer • Learning process in the brain • About the learner and impact on learning: culture, educational background, geography • What learners need • Learning styles: auditory, visual, kinesthetic • Lecture versus participatory style of content delivery and the impact on learning <p><u>Practical</u></p> <ul style="list-style-type: none"> • How to meet the needs of the participants: literacy level, interest, learning styles • How to communicate effectively, including active listening and effective questioning • How to develop participatory activities with the brain in mind • How to integrate participatory activities, critical thinking, and reflective processes • How to develop and revise effective lesson plans • How to effectively deliver a lesson <p><u>Implementation</u></p> <ul style="list-style-type: none"> • Developing a lesson plan for optimal learning 		

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	<ul style="list-style-type: none"> Facilitating learning through effective communication, chunking, and flow of a lesson Assessing learning through self assessment and peer feedback Evaluating workshop structure and learning <p>OBJECTIVES</p> <p>Upon completion of the workshop participants will be able to:</p> <ul style="list-style-type: none"> Explain and begin to practice the key knowledge, skills and attitude of an effective trainer Explain how the brain learns and the process of learning Explain what learners need and what a trainer can do to meet those needs Discuss different learning styles and how to organize lessons to address these learning styles Discuss the importance of a safe learning environment on learning capacity and how to create such an environment for participants Demonstrate how to communicate effectively (e.g., verbal, non-verbal) Demonstrate how to effectively facilitate participatory activities Explain the importance of chunking information into manageable pieces for the brain Explain the parts and functions of an effective lesson Develop an effective lesson that includes: an introduction, a participatory activity, chunking, a review and flow Assess participant needs and customize activities/direct discussions to address these needs Demonstrate how to assess and evaluate participant learning in a variety of ways Practice self-assessment and goal setting <p>(prepared by responsible officer)</p>
Training equipment required	<p>Equipment that must be made available for course:</p> <p>Projector and laptop (Normally available in the WET Centre)</p>
Training material	<p>Existing material that can be used and from where:</p> <p>All the materials are available and made available by CAWST and CAWST made it freely available for the WET Centre in DACAAR</p> <p>Material that needs to be developed or purchased and by whom:</p> <p>The following materials will be provided:</p> <ul style="list-style-type: none"> Participant Manual containing theory and practical exercises CD containing all material presented in the workshop and related resources <p>METHODS OF INSTRUCTION</p> <p>Throughout the workshop, the theory of learning and effective training skills will be reinforced through the practical use of CAWST training materials. The workshop includes theory, practical components, participatory activities, and open discussion to share experiences. There will be opportunities for participants to prepare and practice training techniques as part of the workshop. Active participation in all learning activities is required.</p>

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	<p>PARTICIPANTS</p> <p>Previous participants have included individuals or groups who are:</p> <ul style="list-style-type: none"> • Training on water and sanitation, community development or health projects • Staff of a Water Expertise and Training (WET) Centre • Persons seeking to enhance their facilitation skills and techniques • Persons who work with others and have to communicate to individuals or groups of people <p>Participation by women is encouraged. Preferably, 2 to 5 people from each organization would attend to ensure that they learn together and benefit most from the workshop.</p>
Field/practical training.	<p>Preparations needed, responsible officer(s)</p> <p>Dr. Shir Ahmad is a certified trainer, certified by the CAWST organisation</p>
Prepared by	<p>Prepared by: Dr. Shir AhMad & Leendert Vijselaar</p>