

The Learning Plan

How the Module is Organized

INTRODUCTION

The module provides the trainer with all the information and materials required for planning and implementing a five-day workshop. It contains suggested activities that have been field tested, with instructions for trainers. The trainer is encouraged to draw on these ideas to devise tailor-made exercises appropriate to his or her specific training situation. The training plan section is organized in the following way:

1. Pre-workshop instructions
2. Tips for trainers
3. Daily programme—for each day, this section provides:
 - overview
 - schedule
 - checklist for trainers
 - instructions to trainers
 - participant handouts (including summary of overheads)
4. The overheads are organized by day and session—these are located in the sessions (hard-copy and CD-ROM).

MATERIALS

Overview: Includes the day's learning objectives and a list of required handouts for participants.

Schedule: Includes suggested times needed to complete the session and exercise(s). However, each trainer must consider the time-frame on the basis of the situation and participants, and revise it as appropriate.

Checklist for trainers: Helps the trainer collect and compile the materials required for each day.

Instructions to trainers: Provides the trainer with specific information on the flow of the sessions and instructions on how to facilitate activities. A sample format of the 'instructions to trainers' appears on the next page.

Participant handouts: Handouts that the trainer distributes to the participants are numbered in order by day and by session; for example, Day1/Session 1/Handout 1 (1.1.1).

Overheads: A summary of overheads appears in reduced format in each session. Like the handouts, they are numbered by session: 1.1.1 (i.e., Day 1/Session 1/Overhead 1).

Sample Format – Instructions to Trainers

<p>DAY ONE</p> <p>SESSION 2</p>	<p>Session 2 History and Development of Law and Policy, FAO Global System</p> <p>Instructions to Trainers</p> <p>10:45 – 12:00 Session 2. History and development of Law and Policy, FAO Global System</p>	<p>← The suggested time and title of each session</p>
<p>OBJECTIVES</p>	<p>By the end of this session, the participants will be able to do the following:</p> <ul style="list-style-type: none"> • Describe how historical realities can affect current judgements. • Assess if policies affected by historical realities are effective in tackling the set of problems they are facing today. <p>Use overhead 1.2.1 to present the session’s objectives.</p>	<p>← The objectives are stated in terms of participants’ ability by the end of each session.</p>
<p>PROCEDURE</p>	<p>Learning Strategy: presentation, group work</p>	<p>← Various learning strategies employed during the session are listed.</p>
<p>PRESENTATION</p>	<p><i>(experience)</i> Give a brief presentation focusing on linkage concepts. Use the information in handout 1.2.1. Distribute handout 1.2.1. (30 minutes)</p>	<p>← The stage of the experiential cycle is identified in italics.</p>
<p>EXERCISE 3</p>	<p>Exercise 3. Identify the concepts in linkages (60 minutes)</p> <p>Distribute handouts 1.2.1 to 1.2.3. Handout 1.2.2 gives clear instructions for the exercise. Go over the instructions with the participants step by step. Ask if clarifications are needed. <i>(5 minutes)</i></p> <p>Phase 1. Group work</p> <ol style="list-style-type: none"> 1. Divide the participants into four groups. Ask each group to elect a rapporteur. 2. <i>(experience)</i> Ask the participants to read briefly the summary of presentation (handout 1.2.1), and to respond to the questions in handout 1.2.2 on the basis of their experience as researchers and managers. They can use handout 1.2.3 to summarize their answers. 3. <i>(experience)</i> The rapporteurs use the flipchart to write down their group’s results. 	<p>← Each exercise is numbered sequentially. The title of each exercise and suggested time appear here.</p> <p>← Time: The time required for an activity appears in parentheses.</p>

Tips for Trainers

INTRODUCTION

As a trainer, you are responsible for creating the learning environment and maintaining the flow of the workshop. You must be aware of the participants' needs and be sensitive to their concerns. The following tips will help you to achieve a successful workshop.

TIPS FOR SUCCESS

Ten tips for your success as a trainer:

1. Begin your working day by presenting:
 - objectives
 - schedule

Make sure that the trainees are aware of what they are expected to learn each day.
2. Manage time wisely. Time is a motivating factor in learning processes. If you go too slowly, the participants will lose interest and commitment.
3. Give brief presentations. Encourage participants to speak up and participate actively in discussions and exercises.
4. Follow the instructions for the exercises:
 - use different techniques
 - promote active participation
 - increase interest and level of motivation
5. Avoid 'shortcuts' while working on topics. Keep the same level of interest while making presentations, doing exercises and listening to reports. Remember that as a trainer you are responsible for the results of the workshop.
6. Do not let your interest and willingness to teach diminish. Show concern for the participants' learning and be patient!
7. Be an attentive and good listener. The participants expect you to value their ideas and to look at them while speaking. These positive attitudes increase your credibility with the participants.
8. Praise your participants for their efforts and for good performance. This shows that you recognize their input and consequently increases their level of motivation.
9. Make sure that your trainees feel positive and that they are satisfied with the workshop. Ask for their feedback at the end of each day.
10. Be confident of your success as a trainer. Go through the whole plan and be well prepared. Let them see you are competent and self-confident.

MANAGING GROUPS

Many of the exercises require the participants to work together in small groups and there must be a way to share the information with the rest of the workshop participants. The most common way is to have group presentations. You are responsible for managing the group activities and ensuring active participation. The following tips will help.

TIPS FOR FACILITATING GROUPS

Seven tips for facilitating group exercises:

1. Be attentive to and supportive of the participants' needs in every situation.
2. Help them to understand the steps they must take to accomplish all the tasks.
3. Manage time effectively. Be sure to remind participants of the time remaining. Be firm! Keep to the schedule.
4. Show interest and be willing to assist them at all times. Circulate from group to group while they are working.
5. Follow the entire process. Remain in the classroom during all activities.
6. Provide the groups with constructive feedback.
7. Always summarize the major points made by the groups and relate them to the objectives of the session and exercise.