



AUTHORAID

Training of Trainers Workshop
Toolkit

Resources to run a
training of trainers
workshop at your
institution

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INASP

2/3 Cambridge Terrace,
Oxford OX1 1RR, UK

Tel: +44(0)1865 249909
Fax: +44(0)1865 251060
E-mail: info@inasp.info

www.inasp.info
twitter.com/INASPinfo
facebook.com/inasp.info



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Contents

Facilitation notes

FACILITATION NOTES	5
General guidance for trainers	5
The training room	6
Abbreviations used in this document	6
Example trainer agenda: for face-to-face training of trainers workshop (of research writing workshops)	7
DAY ONE	11
D1-S1: Introduction and concept of a workshop	11
D1-S2: Approaches to training	14
D1-S3: Adults learning principles	16
D1-S4: The active and self-directed learner	17
End-of-day 1 reflection and review	18
DAY ONE - RESOURCES	19
D1 training practice sign up	19
D1-S1 reflection questions	29
D1-S4 Active and self-directed learner	30
D1-S2 Spectrum cards	31
D1-S4 Wanted poster	33
DAY TWO	34
D2-S5: Encouraging and managing active learning	34
D2-S6: Organising and managing group work	36
D2-S7: Formulating intended learning outcomes (ILOs)	38
D2-S8: Assessment for Learning	40
D2-S9: Challenges to active learning	42
End-of-day 2 reflection and review	43
DAY TWO - RESOURCES	44
D2-S5 'Quick win' ideas for making your training more active and engaging	44
D2-S9 Barriers to active learning	47
DAY THREE	48
D3-S10 (A&B): Training practice	48
D3-S11: Research writing workshop walk-through	50
DAY THREE - RESOURCES	51
D3-S1 Observation checklist	51
D3-S1 Timecards	52
D3-S2 Example of a self-reflective checklist	55
DAY ONE - PRESENTATION	60
DAY TWO - PRESENTATION	62
DAY THREE - PRESENTATION	65

Participant handbook

Example participant agenda: training of trainers workshop (of research writing workshops)	2
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Session 1:

Pre-workshop reflection task	7
Points of reflection:	7
What are the key differences between a workshop and an academic course?	8
Blog: What is the Difference Between Training, Facilitating, and Presenting	9

Session 2:

What sort of trainer is she?	11
What sort of trainer is she?	12
From less centred on the learner to...more centred on the learner spectrum	13
Point of reflection:	14

Session 3:

Five Principles of Adult Learning	16
-----------------------------------	----

Session 4:

Why do Active Learning?	18
Scenario A	18

Session 5:

How group size affects function	20
Methods of forming groups and their advantages and disadvantages	21
Scenario B	22

Session 6:

Useful verbs for outcome-level statements	24
Formulating an intended learning outcome	25
A short checklist to help set the right learning outcomes	25
Examples of ILOs of varying quality and the reasons why	26

Session 7:

Assessment for Learning (formative assessment)	28
What should we be striving for when it comes to assessment for learning?	29
Examples of assessment for learning strategies	29

Session 8:

Training practice instructions	31
Example Observation Checklist	38

Appendices

Appendix I: Glossary of most commonly used terms	40
Appendix II: AuthorAID Research Writing Workshop Agenda	41
Appendix III: AuthorAID training workshop guidelines	43
Appendix IV: Why should you reflect on your own training practice?	44
Appendix V: Example of an electronic self-reflective checklist	45
Appendix VI: Short viewings and readings	47
Appendix VII: Reflection questions	48

Facilitation Notes

General guidance for trainers

- This is a workshop design for 20 - 25 people.
- Prior to participating in the training of trainers workshop, participants are required to have successfully completed the AuthorAID research writing workshop and/or online research writing course. The focus of this particular workshop is on how to train others, rather than on the subject of research writing in itself.
- It is strongly recommended that the trainer of this workshop is supported by a second resource person e.g. from the partner institution, who can support in the facilitation of group work, write up session outputs during and outside sessions and provide translation support where required.
- The workshop design can be adapted so it is fit for purpose e.g. interweaving the sessions with sessions from the research writing workshop for example. Additional days may be added to cover topics such as the embedding of face-to-face workshops.
- The trainer/s might want to send to participants in advance of the workshop, a short YouTube clip related to active learning (see also session 1 in the participants handbook) The following link is only an example <https://www.youtube.com/watch?v=UsDI6hDx5uI> and it is recommended that the clip is accompanied by one or two reflection questions such as what are the key elements of active learning in your view and what implications does active learning have for you as a trainer of face to face workshops?
- The trainer/s can insert photos/images into the PowerPoint slides where they see fit.
- The timings are an approximate guide and trainers are **expected to make adjustments** during the course of the workshop.
- The trainers will need to monitor the atmosphere in the training room, and use energisers when a change of pace or in energy levels is required.
- The trainers need to print out the agenda, the facilitation notes and the participant handbook to support the preparation and delivery of the workshop.
- As good workshop practice dictates, trainers need to spend time in advance of the workshop, to study the facilitation notes, training resources and participant handbook. It is also recommended that trainers consider how best to format the facilitation notes so that they are easy to use on a day by day basis and that they match the trainer's preferred note format.

The training room

The trainer/s together with the workshop administrator, need to ensure that a suitable training room and layout is organized well in advance of the workshop. For more general guidance on how to organise a face-to-face workshop, please refer to **appendix III** of the participant handbook. It is recommended that, for the smooth and successful delivery of the workshop, the following training room and layout arrangements are made:

- Round, moveable tables are sourced, comfortably sitting up to four participants (e.g. if a total of 20 participants, five tables are required)
- Three small extra tables are provided: one to house the laptop and projector, one for the trainers' workshop materials and one as a spare.
- Light, movable chairs are sourced, enough for each participant and five as spare.
- The tables and chairs need to be placed in roughly one half of the training room, and are at least two or three leg strides apart. The remaining half of the space is left free for other workshop activities.
- Find a training room, with lots of wall space on which flipcharts and training resources can be attached.
- Identify a clear wall to act as a screen if no screen for the projector is available at the training venue.
- Remove any raised platform or stage at the head of the room, it is not required.

Abbreviations used in this document

- D1 means day one of the workshop, D2 means day two of the workshop, and so on
- S1 mean session one of the workshop, S2 means session two of the workshop, and so on. Session numbering continues from one day to another, so the second day starts from a session number that's one number higher than the last session number of day one.

Example trainer agenda: for face-to-face training of trainers workshop (of research writing workshops)

At the end of this three day training workshop, participants should be able to:

- Summarise the principles of adult learning and relate them to that of their learners and their own training practice;
- Set learning outcomes, that require various levels of thinking skills, appropriate to the research writing workshop context;
- Use assessment for learning when delivering research writing workshops;
- Use techniques and strategies that encourage active learning and higher level thinking, within the research writing workshop context.

Day one (5 hours 15 mins session time)

Time	Length	Session heading	Session content	Session summary
9:00 -10:30	90 mins	1. Introduction and concept of a workshop	<ul style="list-style-type: none"> • Welcome and general introductions • Warm up activity • Housekeeping & introduction to workshop • Learning contract <p>Differences between a workshop and an academic course [t-chart pair work and group of four discussion]</p> <p>Difference between training, facilitating, presenting [blog reading task - paired discussion - selective plenary]</p>	The purpose of this session is to give us a sense of the 'geography' of the workshop but also to agree on how we want to work together, and what we want in the learning environment and from each other in order to feel safe, ready and free to learn. We will also examine some of the terminology associated with training and learning and the implications for you as existing or future trainers of research writing workshops.
10.30- 11.00	30 mins	Break		
11.00- 12.15	75 mins	2. Approaches to training	<p>What sort of trainer is she? [table reading task - paired completion of a grid - answer key]</p> <p>Less to more learner centred training approaches [plenary spectrum - plenary discussion]</p>	In this session we <i>start</i> to unpack the expectations, perceptions and beliefs that different trainers can have towards training and learning. We then go on to consider what we do, expect and believe as trainers, some of the underlying reasons why and what type of trainers we ultimately want to be. This is an opening session and themes raised here will be revisited throughout the course of the workshop.
12.15- 13.15	60 mins	Lunch		

Time	Length	Session heading	Session content	Session summary
13.15-14.15	60 mins	3. Adult learning principles	PPT slide with quote Adult learning principles [reading task - paired discussion - selective plenary]	Part of being an effective trainer involves understanding how adults learn best. Andragogy (adult learning) is premised on at least five crucial assumptions about the characteristics of adult learners that are different from those made about child learners on which traditional pedagogy is based. We will look at the five principles, pioneered by Malcolm Knowles (1973)
14.15-15.15	60 mins	4. The active and self-directed learner	Personal experiences of teaching and/or training good students and/or learners [paired discussion - selective plenary] What does an active and self-directed learner look like [brainstorm in group of four - gallery walk]	People learn best when they take responsibility for their own learning. They implement strategies that help them get the maximum value out of a particular learning experience, rather than simply sitting back and expecting the trainer to pour knowledge into their heads. In this session we <i>start</i> investigate what an active learner might look like and start to consider how we as trainers can develop such learners.
15.15-15.30	30 mins	Break		
15.30-16.00	30 mins	Reflection and review	Exit cards and/or group reflection (drawing on the notes made by participants to the three reflection questions)	Reflection is important and we will take this opportunity to reflect on what has worked well (or not), why and what we can take away from the day.

Day two (5 hours session time)

Time	Length	Session heading	Session content	Session summary
9:00-9:30	30 mins	Morning review	Recap of day one and overview of day two and refresh of learning contract	The morning sessions are an opportunity to re-visit the ways we agreed to work together and what we wanted to see in this particular learning environment. We will briefly share from the day before what we learned and how, any follow-up questions and feed-back on the overall training experience so far.
9.30-10.30	60 mins	5. Encouraging and managing active learning	Active training and learning strategies and/or techniques [scenario - checklist in a group of four or five - voting] Evaluating active learning strategies and techniques [paired reading task - paired discussion - plenary feedback]	Building on the session the day before, we will examine how we as trainers can organise learning so as to encourage more active learning and deeper thinking amongst our participants. We will establish a list of 'quick wins' when it comes to making good active learning happen, particularly when working with medium to large groups of learners.
10.30-11.00	30 mins	Break		

Time	Length	Session heading	Session content	Session summary
11.00-12.00	60 mins	6. Organising and managing group work	<p>Why use small group learning [discussion task in different sized groups – plenary discussion]</p> <p>Methods for forming groups [PPT slide – discussion task in group of three – matching exercise]</p> <p>Methods for reporting back on group work [scenario – Participatory PowerPoint]</p>	In this session we consider ways to organize participants so as to encourage their involvement and motivation. It is practical in nature, and the outputs of this session will be a useful resource to refer back to, particularly when at the design and planning stage of a research writing workshop.
12.00-13.00	60 mins	Lunch		
13.00-13.45	45 mins	7. Formulating intended learning outcomes (ILOs)	<p>Why set intended learning outcomes [Think-Pair-Share]</p> <p>Mini presentation: Setting good enough ILOs</p> <p>Example ILOs of varying quality and reasons why [examples of ILOs – individually or pair complete grid]</p>	In this session, we drill down to what we want our learners to know and be able to do. You may have come across the use of taxonomies as a way to formulate the wording of ILOs, notably the work of Bloom et al. (1956) and Anderson and Krathwohl (2001). These taxonomies are a useful guide in helping us arrive at fit-for-purpose learning outcomes.
13.45-14.30	45 mins	8. Assessment for Learning	<p>How to use assessment for learning [jigsaw reading and discussion]</p> <p>Techniques to meaningfully assess learning [brainstorming in a group of four or five and then ‘sending out a spy’ to gather new ideas from other groups]</p>	We could spend days talking about summative assessment and its shortcomings. We will focus on formative assessment and strategies for making it manageable. Formative assessment is often referred to as ‘assessment for learning’ as opposed to ‘assessment of learning’ (summative) and can be a powerful tool.
14.30-15.00	15 mins	Break		
15.00-16.00	60 mins	9. Challenges to active learning	<p>Common challenges to active learning [hot seating OR troika consulting OR world café format]</p>	Some of you may have already experienced a challenge related to active learning in a training or teaching context. These aspects are important because they can influence how engaged an individual or group can be and the quality of their learning experience. We will identify together some techniques and strategies to help in establishing and maintaining active learning within the workshop context.
16.00-16.30	30 mins	Reflection and review	<p>Exit cards and/or group reflection (drawing on the notes made by participants to the three reflection questions)</p>	Reflection is important and we will take this opportunity to reflect on what has worked well (or not), why and what we can take away from the day.

Day three (5 hours and 45 minutes session time)

Time	Length	Session heading	Session content	Session summary
9:00 -9:15	15 mins	Morning review	Recap of day one and overview of day two and the refresh of learning contract	The morning sessions are an opportunity to re-visit the ways we agreed to work together and what we wanted to see in this particular learning environment. We will briefly share from the day before what we learned and how, any follow-up questions and feed-back on the overall training experience so far.
9.15 -10.00	45 mins	10A. Training practice (final preparation)	Participants in groups of three design a 15 minute session, drawing on research writing workshop content and one active learning technique of their choice.	We will have the opportunity to 'try out' and then reflect on some techniques designed to encourage learners to be more collaborative, active and independent in their learning. You will be invited to draw on training content of your choice from the research writing workshop you train on/will train on and then try these techniques out for size in a supportive and non-judgemental learning space.
10.00 -12.00	120 mins	10B. Training practice (and feedback)	Participants in groups of three deliver 15 minute training sessions, while the other groups observe, using an observer checklist which they then use to provide feedback.	
12.00- 12.45	45 mins	Lunch		
12.45- 14.00	75 mins	10B. Training practice (and feedback) cont.	Participants in groups of three deliver 15 minute training sessions, while the other groups observe, using an observer checklist which they then use to provide peer feedback.	Cont.
14.00- 14.45	45 mins	11. Research writing workshop walk-through	TBD	
14.45 -15.00	15 mins	Break		
15.00- 16.00	60 mins	12. Workshop closing	<ul style="list-style-type: none"> • Review of the workshop • Workshop evaluation • Workshop closing circle 	

Day one

D1-S1: Introduction and concept of a workshop

Session preamble (if necessary): This session contains quite a few different activities, so best to keep the pace going and not overrun on timings.

Session title	Introduction and concept of a workshop
Session ref. no.	1
Session day/ suggested time	Day One/ 9:00-10:30
Length of session	90 minutes
Session summary	The purpose of this session is to give us a sense of the 'geography' of the workshop but also to agree on how we want to work together, and what we want in the learning environment and from each other in order to feel safe, ready and free to learn. We will also examine some of the terminology associated with training and learning and the implications for you as existing or future trainers of research writing workshops.
Links to establish	N/A
Visual aids and equipment	Blank white sheets of A4 paper PowerPoint projector, screen and laptop
Resources (on the day)	PPT ToT Day 1.pptx: PowerPoint slides D1-S1 participant workshop agenda: one agenda per participant and workshop administrator/s D1-S1 reflection questions: one question per A4 paper, attached to wall in full view of participants, for the duration of the workshop (also at the back of the participant handbook) D1 training practice sign-up
Guidance to facilitating learning activities	Verbally present the session summary above to set the scene. It is important that these points are shared with participants from the outset of the workshop. Welcome and general introductions (3-5 mins) If the workshop is to be 'opened' by a senior administrator, ask this person to keep their speech under 5 minutes. Suggested warm-up activity: skilled hand exercise (8-10 mins) Hand out blank white A4 paper and pens. Ask participants to draw around their hands and to write something they do well into each of the fingers. Split into pairs. Pairs take turns discussing things they do well and how they acquired those skills. At the end, ask participants why the trainer chose to do this exercise <i>e.g. exercise not only helps people find out more about each other, but also develops people's confidence and sets a positive start to the workshop.</i> Ask participants to stick their drawings up on a wall. Housekeeping (3-5 mins) Cover basic information participants need to know about venue, facilities, rest breaks, refreshments, security of belongings and room etc.

Guidance to facilitating learning activities (continued)

Introduction to workshop (5-10 mins)

Explain that trainer/s will be modelling active learning throughout the workshop (make reference to the pre-workshop video clip on active learning if sent to participants), that this requires full participation and that it is the participants' responsibility to decide what and how much they learn. In essence, participants need to be active learners who take responsibility for their learning and that trainers facilitate learning rather than 'teach' in the traditional sense. It might also be useful to point out that the workshop is to confirm what participants do know, as well as areas for further investigation on their own part after the workshop. Display **PPT ToT Day 1 - slide 2** if prompts are needed for presenting this section.

Next do a quick run through **D1-S1 workshop agenda** together with the intended learning outcomes. Explain the purpose of the participant handbook and reference the glossary of the most commonly used terms which can be found in the appendices. Introduce the three reflection questions, which participants will be invited to consider at the end of each session and to make notes on at the back of their handbooks in [appendix VII](#).

Learning contract (10-15 mins)

The following activity is a way of agreeing how participants and trainers want to work together, is a way of setting boundaries and ensuring that everyone has a focus and that the group is productive. Display the slide (**PPT ToT Day 1 - slide 3**) with suggested ways of working, that have proved effective in past workshops. The trainer might want to reference (under 'Support the learning of others') that participants are expected to contribute to the typing up and circulating of outputs from group work during the course of the workshop.

Ask participants if they have any questions of clarification, before asking them in groups of four or five to discuss a) are there any changes/additions they want to make and if so why b) what would be the impact if participants did not respect these ways of working? Highlight that they can only have a maximum of nine points on the slide. Wrap up with a short plenary session, inviting each group to briefly feed back on question a) with the trainer making appropriate changes to the slide (remember that these are for the trainer(s) as well so make sure points which are important to the trainer/s are not deleted!).

Once finished ask participants to reflect on what was the purpose of doing this activity, why the trainer did it in this way and how else s/he could have done it?

Guidance to facilitating learning activities (continued)

Differences between a workshop and an academic course (10-15 mins)

Invite participants, in pairs, to discuss the following question ‘what are the key differences between a workshop and an academic course?’ and ask them to write their answers in the t-chart in their handbook.

Once finished ask pairs to swap their t-chart with another pair and discuss together in groups of four what they agree and disagree with and their reasons why. Some of the differences cited might include: *an academic course tends to have a more formal and structured assessment process compared with workshops which focus more on assessment ‘for learning’ than ‘of learning’, a workshop can often sit within continuous professional development (CPD) as opposed to an academic course, a workshop has trainers/facilitators and participants/learners while an academic course has an instructor/lecturer and students, a workshop tends to more strongly favour active learning and facilitation such as problem or question-based tasks while an academic course tends to adopt presentation, one-way approaches such as lectures, a workshop has more short-term defined intended learning outcomes while an academic course has more general learning outcomes, workshop content is more often generated by the participants themselves and is less fixed while an academic course has a fixed curriculum, a workshop tends to be in a face to face format while an academic course may be in an online, face to face or blended format etc.*

Elicit one or two examples from each group, depending on time then ask participants to refer to one explanation provided by McGill University in the handbook (see definition of a ‘workshop’).

What do you think is the difference between training, facilitating, presenting? (15-20 mins)

Invite participants in pairs to discuss the question above and write down their initial thoughts on a piece of paper, in the form of bullet points. Then next ask them to read the blog online (the link is given in the handbook) while considering the following questions a) compare and contrast what is written in the blog with your own conclusions b) what implications do you think this has for you as trainers on the research writing course? Elicit some reflections to question b) in plenary. Wrap up this activity by agreeing the terminology to be used during the workshop i.e. workshop, participants/learners and trainers (who can adopt a training, facilitative or presentation style depending on the purpose of the session).

Training practice on day three (5-10 mins)

Finally note that participants will have the opportunity to design and deliver short training sessions based on content from the research writing workshop and that they will need to form groups of three and complete the sign-up sheet (**D1 training practice sign-up**) on the wall by the end of the day. Refer them to the training practice instructions under session 10 of the handbook. Highlight that they will be expected to start preparing these sessions in advance of day three, as there will only be a short window for preparation on the day. Allow time for questions from the group.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

Guidance to facilitating learning activities (continued)

The trainer does not have to use all the statements, but a minimum of five sets of statements is recommended. For each set of statements placed on the floor, ask participants to explain why they have placed themselves where they have on the spectrum (encourage them to be specific) and also to share what factors might influence where a participant places her/himself on the spectrum and note their contributions clearly on a flipchart paper. Examples might include: *the training time available on the day, the knowledge, skills and confidence levels of the trainer, whether the content/curriculum is fixed or changing, the nature of the subject matter, the trainer to learner ratio in the room, the level of motivation of learners, the level of experience of learners with more collaborative and facilitative approaches, the level of resources available etc.*

Conclude the session by asking participants in plenary where they would, on the whole, like to be on the spectrum and their reasons for their choice. Note that this workshop, together with the research writing workshop, tends to adopt approaches to training and learning which are on the 'more focused on the learner' end of the spectrum. Flag that the statements can be found in the participant handbook and that there is space in the point of reflection box on the next page to note the factors listed on the flipchart and any more participants identify during the course of the workshop.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

D1-S3: Adults learning principles

Session preamble (if necessary):

Session title	Adult learning principles
Session ref. no.	3
Session day/ suggested time	Day One/ 13.15-14.15
Length of session	60 minutes
Session summary	Part of being an effective trainer involves understanding how adults learn best. Andragogy (adult learning) is premised on at least five crucial assumptions about the characteristics of adult learners that are different from those made about child learners on which traditional pedagogy is based. We will look at the five principles, pioneered by Malcolm Knowles (1973)
Links to establish	Approaches to training (session 2)
Visual aids and equipment	PowerPoint projector, screen and laptop Flipchart poster with the five principles listed (prepared in advance) and attached to the wall for the duration of the workshop
Resources (on the day)	PPT ToT Day 1.pptx : PowerPoint slides
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Warm up activity (3-5 mins)</p> <p>Display the slide with a quote (PPT ToT Day 1 - slide 5) and elicit some initial reactions from the group in plenary.</p> <p>Adult learning principles (35-45 mins)</p> <p>Refer participants to the adult learning principles in the handbook. Ask them to individually read the adult learning principles and complete the task at the top of the page. At this stage be available to answer any questions individual participants might have. Next invite participants in pairs, to share with each other their examples and findings from part b) and c) of the task.</p> <p>In plenary, elicit one or two different participant examples for each of the five principles and invite responses to part c) of the task. Some of the responses to c) might include: <i>...There are always opportunities for pair and group work even in large sessions (row II) overlaps with Involves them in sharing what they know (principle 2); Learners know a great deal. What we need to do is build on their previous knowledge (row IX.) overlaps with Builds on what they know (principle 2) etc.</i></p> <p>There is no need to write up participant responses on flipchart paper. Wrap up the session by also referencing the workshop definition in session one of the handbook which touches on experiential and adult learning. Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.</p>

D1-S4: The active and self-directed learner

Session preamble (if necessary): Note that there are no participant handbook entries for this session. This session needs close facilitation to elicit the attitudes and specific behaviours of and the strategies adopted by an active and self-directed learner, so be ready to monitor the groups and ask questions to probe further!

Session title	The active and self-directed learner
Session ref. no.	4
Session day/ suggested time	Day One/ 14.15-15.15
Length of session	60 minutes
Session summary	People learn best when they take responsibility for their own learning. They implement strategies that help them get the maximum value out of a particular learning experience, rather than simply sitting back and expecting the trainer to pour knowledge into their heads. In this session we start investigate what an active and self-directed learner might look like and start to consider how we as trainers can develop such learners.
Links to establish	Approaches to training (session 2) Adult learning principles (session 3) Encouraging and managing active learning (session 5)
Visual aids and equipment	PowerPoint projector, screen and laptop Flipchart paper Blank pieces of soft card (roughly 22 cm x 10 cm) Blu or sticky tack Large coloured sticky notes or pieces of paper (of three different colours of your choosing)
Resources (on the day)	PPT ToT Day 1.pptx: PowerPoint slides D1-S4 wanted poster: A4 wanted poster template (1 copy per group) D1-S4 what an AL looks like: hand out after the wanted poster activity (1 copy per participant)
Guidance to facilitating learning activities	Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session. Warm up activity (5-10 mins) Invite participants in pairs, to each think of a good student (or learner) they have taught or trained from their past or present. Ask participants to describe what behaviours, attitudes and qualities of the student/learner they appreciated in and outside the immediate training and/or teaching environment. In plenary invite three or four of the pairs to share some of the common themes which came out of their discussions. What does an active and self-directed learner look like? (25-30 mins) Make a link with the adult learning principles in session three. Invite the pairs to join another pair to form a group of four. Explain that participants are now going to create a portrait of what an active and self-directed learner looks like. A learner that wants to get the maximum value out of a learning experience, rather than simply sitting back and expecting the trainer to pour knowledge into their heads!

Guidance to facilitating learning activities (continued)

In groups, ask participants to produce their own wanted poster. Hand out one wanted poster per group and ask them to stick it in the middle of a vertical blank piece of flipchart paper. Invite participants to discuss the task outlined on **PPT ToT Day 1 - slide 6** then ask them to write their contributions on the pieces of card (one point per card) and stick them on the flipchart around the wanted poster. Invite the groups to draw a portrait of this learner in the frame of the wanted poster. The trainer may want to provide a couple of examples to get the ball rolling, e.g. *she sets goals for her own learning, she makes mistakes and learns from them, she enjoys a challenge.*

When the groups have finished ask them to pin their flipchart posters on the walls of the training space. Invite the groups to go round and read each other's work then share in plenary anything that needs clarifying, anything they wish they had thought of in their own group and the reasons why.

In the remaining 10-15 minutes, hand out one copy per participant of **D1-S4 active and self-directed learner** which provides some additional notes around how an active and self-directed learner might behave, strategies they might use and how they are likely to approach learning.

Display the slide (**PPT ToT Day 1 - slide 7**) and invite participants to explain what they think this means in their own words, in plenary. If there is time, refer participants back to the table entitled 'From less centred on the learner to more centred on the learner' in session two of the handbook, and ask them whether any of the statements correspond to the behaviours and/or strategies of an active and self-directed learner.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

End-of-day 1 reflection and review



If no delays, there should be about 30 minutes for this session. There is a choice of two options either:

- a) Invite participants to individually fill out exit cards. Show the slide **PPT ToT Day 1 - slide 8** with instructions and make sure big sticky notes or pieces of paper of three different colours are available to participants and edit the PPT slide accordingly. Spend some time that evening looking at the cards identifying major or interesting points and frequent themes. Address these the following morning OR
- b) Invite participants in groups of three or four to discuss the three reflection questions, at the back of their handbooks in appendix VII. Conduct a quick debrief in plenary.

Day one - Resources

D1 training practice sign up

(1) THINK-INK-PAIR-SHARE

Basic Structure: Pose a question that demands analysis, evaluation, or synthesis. Have learners take a few minutes to think through or write an appropriate response. Invite learners to turn to a partner (or in groups of three) and share their responses. Then take this a step further by next asking learners to find someone who arrived at an answer different from their own and convince their partner to change their mind. Learner responses are then shared with the entire room during a follow-up discussion.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example this technique promotes participation by encouraging a high degree of learner response, helps learners develop and/or confirm conceptual understanding of a topic, develop the ability to filter information and draw conclusions, and develop the ability to consider other points of view.
- Ask a specific question and one which can elicit different viewpoints. Be aware that open-ended questions are more likely to generate more discussion and higher level thinking.
- Listen. Instead of tuning out, circulate and listen to learner discussions. You'll get valuable information on learner understanding and keep them on task.
- Debrief after pairs/threes discuss, call on a few to share with the room.

Name (s):

(2) BRAINSTORM AND RANKING

Basic Structure: Pose a specific problem or question, which demands learners to express a number of their suggestions or ideas quickly and spontaneously, without much processed thought or reflection. Give groups of learners a pile of separate cards or post-it notes to write their ideas on (one idea/suggestion per card). Once the brainstorm is finished, ask them to place the statements in vertical order of their importance and relevance, with the most important at the top of the "ladder." Ask groups to then compare and defend their results. Note the criteria that the learners used to rank the suggestions or ideas as they come out through the discussion and note on a flipchart in the form of a simple graphic organizer. Allow time for learners to identify any additional criteria which can be added to the graphic.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example brainstorming can stimulate the brain into thinking about issues in a new way, it helps develop learners' problem solving skills and creative thinking skills and it can temporarily halt the critical processes that would ordinarily snuff out potentially useful ideas before they could surface. Ranking helps encourage active participation of every learner, it helps them to prioritize information, clarify thoughts and enhance their ability to focus, reason and reflect on the information generated, as learners are expected to rationalize their choices, presentation and debating skills are also facilitated.
- A good brainstorming question is neither too narrow nor too broad. If it is too narrow or precise, it may fail to inspire expansive thinking. If it is too broad or vague, it will tend to encourage lackluster solutions. Try to strike a correct balance.
- Formulate questions in a positive way – i.e. instead of asking 'Why can't we succeed in ...' successfully...' or 'What should we do...'. ask 'How could we successfully...' or 'What should we do...'.

Name (s):

(3) BRAINSTORM AND CLUSTERING

Basic Structure: Give one large group of learners a broad question or problem that is likely to result in lots of different ideas. Have learners generate responses by writing ideas on post-it notes (one idea per note) and placing them in no particular arrangement on a wall, whiteboard, or chart paper. Once lots of ideas have been generated, have learners begin grouping them into similar categories, then label the categories and discuss why the ideas fit within them, how the categories relate to one another, and so on.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example brainstorming can stimulate the brain into thinking about issues in a new way, it helps develop learners' problem solving skills and creative thinking skills and it can temporarily halt the critical processes that would ordinarily snuff out potentially useful ideas before they could surface. Clustering can develop the learner's ability to seek out links, connections or patterns between various facts, statements or ideas through discussion and analysis and consensus-seeking, it helps develop the learner's capacity to compare and contrast concepts within particular topic.
- Make sure that ideas are clarified, NOT criticized during brainstorming
- Avoid one word cards; they are often ambiguous, encourage short statements
- When one grouping is overwhelmingly larger than the rest, it needs to be reanalyzed. It likely contains a number of sub-headers.
- Keep the number of headers from 5-10 in total
- Keep the process moving

Name (s):

(4) CHECKLISTS

Basic Structure: The trainer identifies a suitable topic, with content that lends itself to the production of a checklist e.g. to help evaluate or guide the production of something.

In groups of four-five, learners discuss and then compile a checklist either on flipchart paper or using a laptop. The checklists are positioned around the room, and the groups are invited to review the other group checklists and agree on a) one question they have about a checklist they have read b) one thing they have read which they think is not very important/relevant c) one thing they have read which they think is very important/relevant (and that their own group had not thought of) Once all the groups have skimmed the other checklists and agreed on their three responses to a), b) and c), invite the groups in plenary to share their questions and elicit answers from the relevant group. Finally as a group agree on what should and should not make the final checklist, drawing on what the groups decided in answer to b) and c). Encourage some debate in this final stage.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example learners rather than the trainer producing a checklist encourages them to take responsibility for their own learning, helps develop their evaluation skills and is also a powerful tool to use when assessing for learning. It can also prove a useful resource for learners to refer back to as and when needed.
- Stress to learners the importance of clear and concise sentences and discourage one word answers.
- The trainer may want to put a limit on the number of points to go in the checklist.

Name (s):

(5) WORLD CAFÉ

Basic Structure: The trainer identifies the topic of interest, and crafts 3 – 5 specific questions or issues for discussion. There should be one question per table – and enough questions for a minimum of three rotations among tables.

Identify one host per question/table (in advance), and brief them on the responsibilities which they will have during the World Café. Their responsibilities will include: to provide a 1-2 minute introduction to each group of learners, on what the question is about, to encourage balanced participation among the group members, to remain at the table when the others move on, and brief the arriving groups about the highlights from the earlier conversations and to provide a quick overview of key contributions from the table, during the plenary wrap-up.

Set up 3 - 5 tables, one per question. Cover the tables with white flipchart paper and provide marker pens in multiple colours. The paper is for learners to write down key points during the discussion. Group an equal number of learners per table. After the introduction by the table host, learners will begin the discussion by sharing their insights and suggestions on the question/issue laid before them, listening to each other and asking questions for clarification. Table hosts will play their facilitative roles (as per the responsibilities outlined above).

While they discuss, learners are encouraged to write ideas on the flipchart paper, so that the next group that visits the table will be able to gather impressions from it. The rule has to be that they can't write something down until they have shared it out loud first, so that the host can also take note. This helps the conversation to be faster-paced and the record more accurate as people write in their own words.

Each round should take approx. 5-10 minutes; keep track of time. When time is up, signal to learners to wrap up their discussions and move to the next table. Instruct them on the order of movement. Everyone at a table is to move to the next table, except for the host, who remains behind to welcome the new group and to share a quick summary of the earlier session. Discussion then proceeds for about 5-10 minutes. Once again, signal learners when time is up.

After 3 rounds of café discussions are completed, invite all groups to join in a plenary session for reflections on the topic and questions. Invite the hosts of every table to provide a 5-minute summary of key points and insights from the discussions that have taken place.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example it's a good tool to encourage learner interaction, it can foster deeper engagement with complex or challenging issues, conversations can be made more focused, relaxed and participatory, with greater opportunity for all participants to speak and contribute equally – thereby encouraging authentic sharing of experiences and knowledge.
- The key success factor of this technique is the questions. Formulate the questions or issues to be thought-provoking and encourage discussion. Keep questions simple, clear and most of all open-ended so they will inspire a lively exchange.
- Refrain from extending the number of rotations to more than three – even if some learners feel they are missing out on some of the discussions. This is because an overly lengthy World Café risks becoming tedious rather than engaging.

Name (s):

(6) PYRAMID DISCUSSION

Basic Structure: Learners start individually by thinking and making notes in response to an open ended strategic question. After a couple of minutes, the learners then form pairs where they share their ideas with each other and agree on the six most important and/or relevant answers to the question. They need to reach agreement before joining another pair. The pair joins another pair, creating a group of four. Pairs then share their ideas with the pair they just joined and again they need to reach agreement on six answers. Next groups of four join together to form groups of eight, and so on, until the trainer calls time – it could continue till the whole group is joined up in one large discussion.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example it is useful for developing a range of higher level thinking skills including agreeing and disagreeing, negotiating, summarizing, and putting forward an argument.
- The key success factor of the Pyramid Discussion is the question. Formulate the question so that learners need to discuss for example a list of factors and then rank them in order of importance. Design it so that there is ambiguity and not a clear order of importance, so as to promote discussion and different viewpoints.

Name (s):

(7) BUZZ GROUPS

Basic Structure: At one or two interval breaks during a trainer's presentation, ask learners to form Buzz Groups of 2 - 3 people. Ask each Buzz Group to discuss what they have just heard and come up with one pertinent question (related to what they have just heard) for the trainer. Give the groups 2-3 minutes to agree on what the question should be. A representative from each Buzz Group then asks the trainer their group's question in plenary.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example: they are useful in shifting the session out of presentation mode, and they enable participants to have quick discussions to check on facts, reflect on what was presented, exchange ideas, and link ideas/concepts together.
- Once people start talking, they often don't want to stop. The trainer should be firm and should also give a 1-minute warning before the end of the buzz time.
- The trainer should move around the room to provide assistance or clarifications if necessary.
- This is an activity to generate energy and wake participants up so keep the pace going!

Name (s):

(8) TROIKA CONSULTING

Basic Structure: In quick “consultations” individuals ask for help and get advice immediately from two others.

Invite learners to reflect on the questions “What is your challenge?” and “What kind of help do you need?” and come up with one consulting question each. Form groups of three (learners with diverse backgrounds and perspectives are most helpful) and arrange small groups of 3 chairs, knee-to-knee seating preferred.

In each round, one learner is the “client” who will share their challenge while the others act as “consultants” Invite learners to reflect on the consulting question (the challenge and the help needed) they plan to ask when they are the clients.

Groups have first client share his or her question (1-2 min) Consultants ask the client clarifying questions (1-2 min) Client turns around with his or her back facing the consultants and together, the consultants generate ideas, suggestions, coaching advice (4-5 min).

The client turns around and shares what was most valuable about the experience (1-2 min) Then groups switch to the next person and repeat the steps.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you’ll get buy-in and better participation. **For example** this technique helps participants refine their skills in formulating problems and challenges, their listening and coaching skills and creates conditions for unimagined solutions to emerge.
- Invite learners to form groups with mixed roles/functions
- Have the learners try to notice the pattern of support offered. The ideal is to respectfully provoke by telling the client “what you see that you think they do not see”
- If the first round yields coaching that is not good enough, do a second round
- Questions that spark self-understanding or self-correction may be more powerful than advice about what to do

Name (s):

(9) MIND MAPPING

Basic Structure: The trainer selects the main concept or idea that the rest of the map will revolve around. Learners in groups begin by creating an image or writing a word that represents that first main idea in the middle of a large piece of paper or flipchart. From that main idea, learners then create branches (as many as needed), that each represent a single word that relates to the main topic. It's helpful to use different colors and images to differentiate the branches and sub-topics.

Then, learners can create sub-branches that stem from the main branches to further expand on ideas and concepts. These sub-branches will also contain words that elaborate on the topic of the branch it stems from. This helps develop and elaborate on the overall theme of the mind map. Including images and sketches can also be helpful in brainstorming and creating the sub-branch topics. Once the groups have finished their mind maps, the trainer might want to invite the other groups to view the other group mind maps and provide feedback and/or additions using post-it notes. Allow each group to then go back to the mind map they produced, review the feedback and make any amendments they wish to as a result.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example they help learners brainstorm and explore any idea, concept, or problem, they facilitate a better understanding of relationships and connections between ideas and concepts, make it easy to communicate new ideas and thought processes, help learners take notes and plan writing tasks and make it easy to organize ideas and concepts.

Name (s):

(10) JIGSAW READING

Basic Structure: Jigsaw reading is a cooperative learning technique that enables each learner of a "home" group to specialize in one aspect of a topic. Learners meet with members from other groups who are assigned the same aspect, and after mastering the material, return to the "home" group and teach the material to their group members. With this technique, each learner in the "home" group serves as a piece of the topic's puzzle and when they work together as a whole, they create the complete jigsaw puzzle.

Assign each learner to a "home group" of 3-5 learners. Determine a set of reading selections and assign one selection to each learner. Create "expert groups" that consist of learners across "home groups" who will read the same selection. Provide one or two key questions to guide the "expert groups" while reading their selections, e.g. how can I put these ideas into my own words?, What connections do I see between this material and things we've already learned, or from my own life?, How will I tell the members of my jigsaw, or home, group about this material? Learners in the expert group should read the text and make sure everyone has a strong enough understanding to share with their home groups. Encourage the learners to discuss the topic together and how they will share their learning once they return to their "home groups". It may be a good idea for learners to produce a short list of ideas they plan to take back. Once the learners reconvene into their "home groups" the "experts" each in turn report on the information learned. Ask learners to produce a summary chart or graphic organizer for each "home group" which summarizes what the experts reported back. Remind learners that "home group" members are responsible to learn all content from one another.

Tips for the trainer:

- Explain why you are doing it. Tell the learners about the benefits of the active learning technique; you'll get buy-in and better participation. For example this technique helps build comprehension, encourages cooperative learning among learners and helps improve listening, communication, and problem-solving skills.
- The trainer may find it useful to use numbers for home groups and letters for expert groups (learner 3-B for example, will read text B with a group of learners and then report back to group 3, where a learner has read text A, C, D, and E).
- There is a risk that learners might just want to simply read the text out loud to their "home group", stress that the "experts" need to retell what they have learnt in their own words and using their own examples.
- Circulate to ensure that groups are on task and managing their work well; ask groups to stop and think about how they are checking for everyone's understanding and ensuring that everyone's voice is heard.
- Monitor the comprehension of the group members by asking questions and rephrasing information until it is clear that all group members understand the points.

Name (s):

D1-S1 reflection questions



-
- 1) Why did the trainer choose to run the session in this way, how else could s/he have done it?
 - 2) What strategies can you adopt in order to maximise your learning related to this particular session?
 - 3) What are the core conditions for effective face-to-face training workshops?

D1-S4 Active and self-directed learner

What does an active and self-directed learner look like?

N.B. Keep this hand out as you will be using it again in a later session.

- They commonly use trainers/teachers as resource people and as guides to the learning process.
- They ask questions of clarification, examples and reasons etc. to enhance their learning.
- They follow up on training and learning sessions with reading, discussion with colleagues about what was learned, trying things out and application of new learning.
- They connect what was most recently learned with what was previously learned.
- They discuss what they know with others in order to validate and articulate what they think they know.
- They keep an enthusiastic attitude towards learning.
- They often help trainers/teachers and fellow learners, outside sessions by providing opinion, assistance and insight.
- They typically exchange views, share findings, and debate topics among themselves.
- They usually have an open mind, make fewer snap judgments, and possess good reasoning skills.
- They set goals for their own learning
- They can repeat information in their own words or can give examples.
- They can reflect on their learning.
- They search out information and read, analyze, and evaluate the information they've found.
- They make notes rather than take notes!
- They try to sort out what is important and what is just background.
- They participate fully in group work.
- They don't skip sessions.
- They put in the time.
- They relish a challenge.
- They make mistakes and learn from them.
- They persevere with the task.
- They catch up on missed content.
- They review notes after each day's training.
- They assume personal responsibility for contributing to their own learning.
- They appreciate different ways and means of learning the content.
- They have a sense of curiosity
- They assess statements and arguments
- They are able to admit a lack of understanding or information.
- They are able to clearly define a set of criteria for analyzing ideas
- They are willing to examine beliefs, assumptions, and opinions and weigh them against facts.
- They listen carefully to others and are able to give feedback.

Reflection question: *How can we as trainers develop this type of learner in our workshops?*

D1-S2 Spectrum cards

Less-focused on learner



A

I use the same notes every year and expect learners to learn what I tell them.

B

I give presentations because the numbers are too high and it is the only opportunity.

C

I expect learners to follow me and my recommendations.

D

I think the best learners sit quietly and take notes.

E

I believe my role is as primary information giver and as primary assessor.

F

I think what is in the training guide is what really matters.

G

I don't have much time and space for discussion during the course of the training.

H

My view is that learners on the whole know nothing. It is my job to get them up to speed on content.

More-focused on learner



AA

I have to get across to learners that knowledge changes all the time and that I and they must stay current and relevant.

BB

I think it's impossible to train large groups all the time. There are always opportunities for pair and group work even in large sessions.

CC

My view is that learners must always question what I tell them and assimilate and accommodate new information and skills.

DD

I encourage the learners to 'flip the learning' and read the material in advance and prepare questions.

EE

I feel strongly that learners must recognise that they will do better if they collaborate and learn from each other.

FF

Of course I need some prescribed content but only as a starting point. For learning outcomes to be met however I weave new content in during the course of the training.

GG

I create and prioritise opportunities for discussion above the delivery of information during the course of the training.

HH

Learners know a great deal. What we need to do is build on their previous knowledge.



Day two

D2-S5: Encouraging and managing active learning

Session preamble (if necessary):

Session title	Encouraging and managing active learning
Session ref. no.	5
Session day/ suggested time	Day Two/ 9.30 -10.30
Length of session	60 minutes
Session summary	Building on the session the day before, we will examine how we as trainers can organise learning so as to encourage more active learning and deeper thinking amongst our participants. We will establish a list of 'quick wins' when it comes to making good active learning happen, particularly when working with medium to large groups of learners.
Links to establish	Adult learning principles (session 3) The active and self-directed learner (session 4)
Visual aids and equipment	PowerPoint projector, screen and laptop Flipchart stands and flipchart paper Small coloured stickers e.g. dots
Resources (on the day)	PPT ToT Day 2.pptx : PowerPoint slides D2-S5 quick training wins AL : hand out after the first scenario activity and before the second evaluation activity (1 copy per participant)
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Refer to the section entitled <u>Why do Active Learning?</u> in the participant handbook under session five. Briefly present the contents of this section, using the slide (PPT ToT Day 2 - slide 3) as an aid.</p> <p>Warm up activity (3-5 mins)</p> <p>Ask participants in pairs or individually to refer back to the hand out D1-S4 active and self-directed learner. Ask them to come up with some ideas on how to address the question at the bottom of the page. No need to debrief in plenary as this will be covered in more depth in the next activity. The key message here is that it can be argued that we as trainers only get the learners we deserve!</p> <p>Scenario around developing active and self-directed learners (18-20 mins)</p> <p>Explain to participants that they are going to read <u>Scenario A in the handbook</u> and in groups of four or five, they need to come up with a checklist of as many training and learning strategies and/or techniques they can think of which will help develop active learners and stimulate active learning. Explain they have ten minutes to complete this task and need to write each strategy and/or technique clearly on flipchart paper. Display the slide (PPT ToT Day 2 - slide 4) which outlines the task (show first bullet point only for this part of the activity)</p>

Guidance to facilitating learning activities (continued)

Once they have finished, show the second bullet point of the task on the slide. Give each participant three small stickers and invite them to read all the other group checklists and vote for the three, they would like to introduce straight away into their own training and/or teaching practice. Explain that they can't vote for the contributions from their own group! Wrap up by summarising the most popular choices and asking what participants liked about them. Ask for a volunteer to type up the flipcharts and to email or hand out to the rest of the participants (including the trainer).

Evaluating active learning strategies and techniques (25-30 mins)

Hand out **D2-S5 quick training wins AL** and ask participants in pairs to read half of the text each, which provides some ideas for quick win strategies and techniques. For example, partner 1 can read the first paragraph and sections a-e and partner 2 can read section f and the concluding paragraphs. Ask them to consider the questions on the slide **PPT ToT Day 2 - slide 5** while reading their part of the text and be ready to discuss them with their partner. After around 15 minutes of pair discussion, debrief their responses to the second question in plenary.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

D2-S6: Organising and managing group work

Session preamble (if necessary):

Session title	Organising and managing group learning
Session ref. no.	6
Session day/ suggested time	Day Two/ 11.00 -12.00
Length of session	60 minutes
Session summary	In this session we consider ways to organize participants so as to encourage their involvement and motivation. It is practical in nature, and the outputs of this session will be a useful resource to refer back to, particularly when at the design and planning stage of a research writing workshop.
Links to establish	Adult learning principles (session 3) Encouraging and managing active learning (session 5)
Visual aids and equipment	PowerPoint projector, screen and laptop
Resources (on the day)	PPT ToT Day 2.pptx : PowerPoint slides
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Display the slide with the aims of the session (PPT ToT Day 2 - slide 6) and talk them through briefly.</p> <p>Small group learning (15-20 mins)</p> <p>Quickly divide the group into the following groupings a) at least two individuals (working individually) b) at least two pairs c) at least two groups of four d) one group (largest group, those remaining) Ask them to agree on their three strongest answers to the following question and be ready to feedback on <i>Why use small group learning?</i> Allow them five minutes to reflect and discuss - this activity needs to be done quickly.</p> <p>Ask them to stay in their particular grouping and spend no more than five minutes eliciting feedback in plenary. Encourage groups to share only new points, rather than simply repeating what has come before. Feedback may include something along the lines of: <i>to encourage sharing, reasoning and challenging of ideas; to support learners' construction and articulation of their own understanding of problems, processes or concepts; they can be more personal and social than large-group contexts such as lectures, where there is less room for social interchange; the learner voice can be exercised more readily in small-group contexts; there may be no hiding place in small groups, in contrast to disappearing into the crowd in large-group discussions, peers can be useful learning resources for each other, etc.</i></p> <p>Next ask the different groupings <i>how did you feel about working in your particular grouping, how do you think the size impacted on the achievement of the task?</i> Allow no more than five minutes on this.</p> <p>Next refer participants to <u>the table in the handbook which explores how group size affects function</u>. Ask for questions of clarification and if there was anything participants agreed or disagreed with, and if so why?</p>

Guidance to facilitating learning activities (continued)

Methods for forming groups (20-25 mins)

Before displaying the slide (**PPT ToT Day 2 - slide 7**) ask participants in plenary, what method the trainer used to divide participants into the different groupings and what other methods could the trainer have used? Display the slide and the trainer might want to ask participants what they think the difference is between preset and structured i.e. *Which of the two methods could be implemented before and/or during a training session? Which of the two methods are more likely to focus on the personal characteristics of participants?*

Next move on to display the next slide with the discussion task (**PPT ToT Day 2 - slide 8**) Ask participants to discuss the two questions in groups of three. Allow no more than 10 minutes for this discussion.

Refer participants to the table in the handbook entitled 'Methods of forming groups and their advantages and disadvantages' and invite them to read the task and check that they have understood what is being asked of them. If time remains, call on alternate groups to share one new point they noted down in the table and/or one interesting example they came up with in response to the second question. *The answer key is Method I = structured, Method II = self-selecting, Method III = random and Method IV = preset.* In conclusion note that what a trainer wants groups to achieve together, will strongly influence how the groups are formed and that rather than sliding into forming groups, it is important to think about the best formation to achieve the task.

Methods for reporting back on group work (10-15 mins)

Display the title slide with the question (**PPT ToT Day 2 - slide 9**). Ask participants to call out answers. Note down useful answers on a flipchart or slide, and give examples from your experience.

Direct participants to Scenario B in the handbook to read and then invite them to nominate a rapporteur to sit at the front and compile a Participatory PowerPoint slide, which can be viewed on a projector screen. Explain that the group has ten minutes to come up with as many ways their colleague could organise groups to report back on group work. Ask the rapporteur to type up the suggestions in front of the group. Provide an example to get the ball rolling e.g. one group makes a presentation of their feedback and other groups feed into that. Once the ten minutes are up, the trainer can add any other ways of handling feedback not captured on the slide and added to the slide by the rapporteur e.g. *in the form of 'panel bullets' where rapporteurs from each group form a panel, each making one bullet point in turn, not repeating anything already said until all points are exhausted; groups report back using a graphic or visual; groups don't report back at all or they could fill out a matrix, for example, to hand in to the trainer and then the follow-up discussion revolves around larger issues or application of the concepts e.g. how would they apply their new learning/take-aways to other scenarios? or did they gain new insights by discussing this topic with others?*

Finally ask in plenary - *which of these methods would be the most challenging to execute in your opinion and why?* Encourage the group to come up with ideas to overcome the challenges identified. Ask for a volunteer to tidy up the PowerPoint and to email out to the rest of the group.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

D2-S7: Formulating intended learning outcomes (ILOs)

Session preamble (if necessary):

Session title	Formulating intended learning outcomes (ILOs)
Session ref. no.	7
Session day/ suggested time	Day Two/ 13.00 -13.45
Length of session	45 minutes
Session summary	In this session, we drill down to what we want our learners to know and be able to do. You may have come across the use of taxonomies as a way to formulate the wording of ILOs, notably the work of Bloom et al. (1956) and Anderson and Krathwohl (2001). These taxonomies are a useful guide in helping us arrive at fit-for-purpose learning outcomes.
Links to establish	Assessment for Learning (session 8)
Visual aids and equipment	PowerPoint projector, screen and laptop
Resources (on the day)	PPT ToT Day 2.pptx : PowerPoint slides
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Why set intended learning outcomes? (10-15 mins)</p> <p>Display the slide (PPT ToT Day 2 - slide 10) and allow around 10 minutes for the task. Spend no more than 5 minutes for feedback from the group. Key points to draw out are: <i>without learning outcomes it is difficult for learners to know what they are supposed to be learning; they enable good assessment development, they encourage reflection and good workshop design and development.</i></p> <p>Mini presentation: Setting good enough ILOs (5-10 mins)</p> <p>Display slide (PPT ToT Day 2 - slide 11) and talk it through, you may want to elicit a few more examples from the group before moving on to display the next slide (PPT ToT Day 2 - slide 12)</p> <p>The trainer can then explain the following in their own words:</p> <p><i>We need to think about the learning as what we want the participant or learner to do. As we want the learners to do things, then it makes sense for the outcomes to be specified in terms of verbs. In considering the verbs to describe learning outcomes, we can refer to the work on levels and the different levels of learning. We will probably want to mix the levels of learning required having some lower level outcomes that deal with the basic facts, as well as having higher levels that require the learners to deal with new situations.</i></p> <p>Invite any questions around what participants have seen on the last two slides. Refer participants to the table entitled 'Useful verbs for outcome-level statements' in the handbook which outlines some useful verbs for outcome-level statements, including alternatives to passive verbs such as understand, know, learn, and be aware of.</p>

Guidance to facilitating learning activities (continued)

Example ILOs of varying quality (15-20 mins)

Explain that you are going to show the slide (**PPT ToT Day 2 - slide 13**) with some examples of ILOs of varying quality. Refer participants to the grid entitled 'Examples of ILOs of varying quality and the reasons why' in the handbook and invite them to first match each learning outcome on the slide (A-D) to option 1, 2, 3 or 4 and to then complete the analysis column, explaining why they matched the ILO to that particular option. Give the participants the choice of doing this individually or in pairs. Once they have completed the grid, display a suggested answer key (**PPT ToT Day 2 - slide 14**) and invite any questions or comments on what is on the slide. Make a link to the next session on assessment for learning. As a final reflection the trainer might want to ask participants: *how does this way of formulating ILOs for workshops, differ from that of a longer term degree course, for example?*

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VII for a couple of minutes.

D2-S8: Assessment for Learning

Session preamble (if necessary):

Session title	Assessment for Learning
Session ref. no.	8
Session day/ suggested time	Day Two/ 13.45 -14.30
Length of session	45 minutes
Session summary	We could spend days talking about summative assessment and its shortcomings. We will focus on formative assessment and strategies for making it manageable. Formative assessment is often referred to as 'assessment for learning' as opposed to 'assessment of learning' (summative) and can be a powerful tool.
Links to establish	Formulating intended learning outcomes (ILOs) (session 7)
Visual aids and equipment	PowerPoint projector, screen and laptop Enough laptops so that there is one per group of four or five people
Resources (on the day)	PPT ToT Day 2.pptx : PowerPoint slides
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Display the slide (PPT ToT Day 2 - slide 15) to help contextualise assessment. Ask participants in plenary to explain in their own words what they think is the difference between assessment for learning (or formative assessment) and assessment of learning (or summative assessment) The trainer could also share this as a useful illustration '<i>When the cook tastes it, it is formative; when the customer tastes it, it is summative</i>'</p> <p>How to use assessment for learning (15-20 mins)</p> <p>Invite participants to form groups of three and allocate them each a letter (A, B, C) explain that each participant will read a short paragraph related to assessment for learning (refer them to the assessment for learning text in the handbook) and that they will need to feedback to their group on what they have read in their own words (not simply reading off the sheet) and importantly what implications this has for their training practice. Encourage group members to challenge and question what their colleague is saying (in a respectful way of course!) In plenary invite alternate groups to either a) ask the trainer a question that came up from their discussions or to b) share with the group the most interesting point which came out of their discussions.</p>

Guidance to facilitating learning activities (continued)

Techniques to meaningfully assess progress towards ILOs (20-25 mins)

Display again the slide with the Anderson & Krathwohl taxonomy (**PPT ToT Day 2 - slide 12**) or participants can refer to the table entitled 'Useful verbs for outcome-level statements' in session seven of the handbook. Ask them to consider the different levels of thinking i.e. from remembering to creating. In groups of four or five, ask participants to think and type onto a laptop or flipchart: *what techniques can learners and trainers use during a research writing workshop to meaningfully assess learning?* (the question is on **PPT ToT Day 2 - slide 16**) The trainer might want to provide a couple of examples to get the ball rolling, for example, using reflective questions such as *what have I learnt?* or learners preparing a glossary of acronyms.

Explain that after 10 minutes, each group can nominate one 'spy' who can move around the room, picking up new ideas/ techniques which s/he can then bring back to their home group to include on their list. Suggestions might include simple techniques like *question banks, quizzes, peer assessment (get them to frame and ask each other questions), bingo grids to debates, reflective journals, self-assessing work against checklists, one minute essays, learners explaining concepts in their own words, learners teaching each other a concept or skill to designing leaflets about an aspect of research writing, real world scenarios, designing posters as a guide, reflective writing tasks etc.*

Once the groups have finished, the trainer can wrap up by asking the following two questions: *which levels of thinking do you think are the easiest/hardest to identify assessment techniques for?* and *which of the techniques (that are new to you) would you like to try straightaway in your training and/or teaching?* (the two questions are on **PPT ToT Day 2 - slide 16**) Nominate a participant to draw all the lists together and email out to the rest of the participants (including the trainer).

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VI for a couple of minutes.

D2-S9: Challenges to active learning

Session preamble (if necessary): Note that there are no participant handbook entries for this session. It is recommended that a timekeeper is appointed for this session.

Session title	Challenges to active learning
Session ref. no.	9
Session day/ suggested time	Day Two/ 15.00-16.00
Length of session	60 minutes
Session summary	Some of you may have already experienced a challenge related to active learning in a training or teaching context. These aspects are important because they can influence how engaged an individual or group can be and the quality of their learning experience. We will identify together some techniques and strategies to help in establishing and maintaining active learning within the workshop context.
Links to establish	The active and self-directed learner (session 4) Encouraging and managing active learning (session 5)
Visual aids and equipment	Flipchart stands and flipchart paper Large coloured sticky notes or pieces of paper (of three different colours) Alarm clock or mobile phone alarm (with a loud ring setting)
Resources (on the day)	D2-S9 barriers to AL: print one copy and cut up so that there is one challenge per strip
Guidance to facilitating learning activities	<p>Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.</p> <p>Depending on the general confidence and ease of the group, the following activity could be carried out in a number of ways.</p> <p>The hot seating technique could be one option, where one participant selects one of the challenges and takes on the role of the trainer experiencing that challenge. S/he sits at the front of the group, while other participants form a semi-circle and ask questions and provide advice on how to address the challenge on the card.</p> <p>Another technique that could be used is troika consulting, where participants form groups of three (those with diverse backgrounds and perspectives are most helpful) and each select a different challenge. Arrange small groups of three chairs, knee-to-knee seating preferred. In each round, one participant is the “client” who will share their challenge while the others act as “consultants” Groups have the first client share his or her question (1-2 min) Consultants ask the client clarifying questions (1-2 min) the client then turns around with his or her back facing the consultants and together, the consultants generate ideas, suggestions, coaching advice. It is recommended that one of the consultants acts as a rapporteur and notes down key points in a notebook which could be used for a debrief at the end and typed up and emailed to the trainer (4-5 min). The client turns around and shares what was most valuable about the experience (1-2 min) Then groups then switch to the next person and repeat the steps.</p>

Guidance to facilitating learning activities (continued)

A third technique could be to use the world café format. The trainer could lay the seven different challenges on the floor and ask the participants to stand by the challenge they most want to discuss. Select the top four or five challenges and place them at different parts of the room, together with flipchart paper and pens. Allocate one rapporteur per challenge (ideally they selected it) and then invite the rest of the participants to move to a challenge and discuss it with their colleagues, offering key points of advice. Try to ensure a roughly equal number of participants per challenge. The rapporteur writes the key discussion points/pieces of advice on the flipchart. Allow around ten minutes for the first discussion round and then ask participants to move to a new challenge. Ask each rapporteur to briefly summarize what was discussed in the previous round and allow around eight minutes for the second round, and then the participants move to a third round of discussion, allow six minutes and then the final round which should last around four minutes (cut the final round if appropriate). At the end of the activity, invite all groups to join plenary for reflections on the topic and questions. Invite each rapporteur to summarize what came out of the discussions around each challenge and to type up the flipcharts and circulate to participants (including the trainer). Conduct a quick debrief of the World Café method by asking participants for feedback on how it has worked for them, what they liked and what can be improved for the next time.

Remind the participants to make notes on the [reflection questions at the back of the handbook in appendix VII](#) for a couple of minutes.

End-of-day 2 reflection and review



If no delays, there should be about 30 minutes for this session. There is a choice of two options either:

- Invite participants to individually fill out exit cards. Show the slide **PPT ToT Day 2 - slide 17** with instructions and make sure big sticky notes or pieces of paper of three different colours are available to participants and edit the PPT slide accordingly. Spend some time that evening looking at the cards identifying major or interesting points and frequent themes. Address these the following morning OR
- Invite participants in groups of three or four to discuss the three reflection questions, at the back of their handbooks in [appendix VII](#). Conduct a quick debrief in plenary.

Day two - Resources

D2-S5 'Quick win' ideas for making your training more active and engaging

Initial words of wisdom:

- 'Sell' the activity - WIIFT (What's in it for them?) Participants have a learning history - which probably won't involve much active learning.
- Success breeds success - go for 'quick wins'
- We must get the horses to the water and get them to drink - quickly.

a) Orienting participants to learning

Create low-stakes activities to start off with to orient participants as part of session time:

- Start your session by posing a question on a PowerPoint slide and have tables, small groups or pairs discuss.
- Ask tables to brainstorm responses to a question, brainstorm research topics, or draw models / figures on paper or boards.
- Encourage participants early on to move their chairs (where possible) and use the knowledge of others.
- Introduce pair and group work gradually and give them set times to do a set task.

b) Giving participants input

- Aim to give them 10 minute presentations (if necessary) and move around the room
- Get them to do something while you are speaking. For example, ask the group to put their questions together, make notes, teach each other, etc.

c) Get them to work together

- Get them to work collaboratively (in groups or pairs)
- Give them responsibilities (chair, spokesperson, rapporteur)
- Give them a purpose - why are they working in groups

d) Give them an end product to aim for

- Poster display, list of websites, references to pass on, critique, set of principles etc.

e) Ideas

- Give the participants something to do on the handouts: grids to fill in; questions to answer; things to look up.
- Get the participants to think up questions that they would like to be asked. Ask them to compare their questions with others and then ask for some of the questions that they have prioritised.
- Ask participants to write questions on post-its and display them on a wall/board. Choose common questions first to ensure that you answer the most important.
- Give the participants a self-checklist of learning tips and ask them to fill in the list.
- Ask the participants to draw up a question bank of a specified number with the answers and possibly clues for their fellow participants.
- Ask the participants to draw up a grid of criteria for a particular assessment task.
- Get the participants to do a glossary of technical terms for another group.
- Ask a small number of participants to email you with feedback and engage in a short exchange around the feedback on sessions.
- When the participants have submitted their draft work, give them some generic feedback (common weaknesses and errors) and give them the opportunity to make changes before making their final submission.

f) Ideas cont.

- At the start of the session, ask the participants what they would like to learn and why. Get them to articulate their learning goals.
- Tell the participants that after 15 minutes of a presentation, you will stop and ask them to tell each other what the main points were. Stop after the set time and give them the opportunity to share the main learning points and ask questions.
- Start a presentation by asking the participants what they know about something. They could mind map it or write down key points.
- Try jigsaw reading. Give the students on different tables different inputs to report back on. They then have to split up and offer their information to others who have had different reading material. A more advanced version is to use different media: newspaper article, journal article, radio programme, video, etc.
- Ask the participants to pair up and give feedback on each other's work.
- Stop talking after 20 minutes - they can't take any more than that. Do something else.
- Warn participants when a buzz group is coming, this encourages active and critical listening and reflection preceding the activity.
- Invite participants to answer their own questions first.
- Change the demands made on the audience every 10 to 15 minutes.
- Pause for a few minutes two or three times during a presentation to allow participants to consolidate notes and develop questions.
- Pause and ask participants to work in pairs to organize their notes and discuss the key points of the presentation. Each group could be asked to develop questions based on what is still unclear, which can then be addressed at the end of the session or at the beginning of the next one.
- Give a demonstration, use case studies and examples, give illustrations, show a film or videotape segment or use an audio recording.
- Ask the audience to stop taking notes before the end of the session and then ask participants to reconstruct on a blank piece of paper, as much of the session as possible - either in outline form or diagrammatically. This forces participants to review and consolidate key points and discover points for review.

- Encourage participation through:
 - questions and quizzes
 - gapped handouts and diagrams
 - data analysis and interpretation
 - brainstorming and buzz groups
 - problems and case studies

Read through the list and decide which ones you are already using and the ones you could and would like to introduce into your training. It is better to try a few and explore them in depth than to try to do most or all of them. They all 'work' but they will not work for everybody all the time. If you try something and it does not work, ask yourself why. Ask the learners why it did not work for them. Each group is different. Try it on another group. Modify it. Don't reject it out of hand. These are not tips for trainers but **embody important principles of training and learning**.

Studies have shown that the cognitive process of explaining solutions, and dealing with questions and misunderstandings will help to embed knowledge further into your memory and enhance your own understanding of the subject. This process can result in 'deep learning', which is retained by your long term memory, rather than 'surface learning', where information can gradually escape from your memory shortly after a session. Understand first why these ideas outlined in this paper might work and then take risks, experiment. None of these ideas is original but they may well be new to you and/or your learners.

D2-S9 Barriers to active learning

- 1) If I spend time in sessions on active learning exercises, I'll never get through the workshop syllabus
- 2) If I don't lecture I'll lose control of the class
- 3) Some of my learners just don't seem to get what I'm asking them to do - they keep trying to find "the right answer" to open-ended problems
- 4) When I tried active learning in one of my sessions, many of the learners hated it. Some refused to cooperate and made their hostility to the approach and to me very clear
- 5) I'm having a particularly hard time getting my learners to work in groups. Many of them resent having to do it and a couple of them protested to my department head about it
- 6) Many of the groups in my workshop are not working well - some group members keep complaining to me about others not participating
- 7) Even though I've done everything the experts recommend, some of my learners still complain that they don't like the active learning approach I'm using and they would have learned more if they had taken a "normal" class

Day three

D3-S10 (A&B): Training practice

Session preamble (if necessary): Participants may feel nervous about the training practice. Make an effort to create a relaxed atmosphere and explain that this is an opportunity to ‘learn by doing’ and that it’s a valuable opportunity to learn from each other and build confidence. The timings are based on eight groups (of three) delivering a 15 minute session and receiving eight minutes feedback. The groupings and timings will most likely need to be changed depending on the size of the group. The trainer will be expected to amend the instructions for the training practice in the participant handbook to reflect this. Participants may get confused with which topics to select, so the trainer must highlight that their sessions need to draw on content from the research writing workshop and that they can refer to the research writing workshop agenda in appendix II of the participant handbook.

Session title/s	10A. Training practice final preparation 10B. Training practice and feedback
Session ref. no.	10
Session day/ suggested time	Day Three/ 9.15 -10.00 Day Three/ 10.00 - 14.00 (including the lunch break)
Length of session	45 minutes 195 minutes (excluding the 45 minute lunch break)
Session summary	We will have the opportunity to ‘try out’ and then reflect on some techniques designed to encourage learners to be more collaborative, active and independent in their learning. You will draw on training content of your choice from the research writing workshop you train on /will train on and then try these techniques out for size in a supportive and non-judgemental learning space.
Links to establish	Formulating intended learning outcomes (ILOs) (session 7)
Pre-session activities	Groups need to have already put together a rough training plan for their sessions
Visual aids and equipment	PowerPoint projector, screen and laptop Any other resources and equipment on request of participants (by lunchtime of day two)
Resources (on the day)	D3-S1 time cards (1, 2 and 5 minute warnings) D3-S1 observation checklist: print out the checklist (two-sided ideally) and with enough copies so that each participant has one checklist per group they will be observing, e.g. if there are seven groups delivering training sessions, then print out six copies of the checklist per participant.

Guidance to facilitating learning activities

Verbally present the session summary above to set the scene. It is important that these points are shared with participants at the start of the session.

Training practice final preparation (45 mins)

Refer participants back to the instructions for the training practice in the handbook. Allow the groups 45 minutes to finish the preparation of their training sessions. Make sure the trainer/s is available for any questions or support the groups might need with regards to their preparation.

Training practice and feedback (195 mins)

Explain that when participants are not delivering a session, they will be observing the other groups' training sessions in addition to participating in the activities that are part of those sessions. Decide beforehand if participants should give written feedback, oral feedback, or both, depending on what works better in your training context or based on your experience. If feedback is to be given in writing, hand out blank observation checklists to each participant or a different feedback form that you think would work better. If feedback is to be given orally, ask participants to make notes during the training sessions to support the delivery of verbal feedback.

Invite each group to deliver their training session for 15 minutes. The trainer/s will need to be strict in terms of time management. Allow roughly eight minutes, immediately after each training session, for verbal feedback on the group's session from the rest of the participants. The trainer/s can add any additional points of feedback but only if it has not been covered already.

If any time remains, ask participants individually to read the first page of the checklist again and a) circle the skill s/he would most like to improve and b) underline the skill that is the most challenging for her/him. Encourage participants to share their choices and reasons with an elbow partner for a couple of minutes.

Remind the participants to make notes on the reflection questions at the back of the handbook in appendix VI for a couple of minutes.

D3-S11: Research writing workshop walk-through

Session preamble (if necessary): Presumably the participants of this workshop would be interested in running research writing workshops. This session is to introduce the standard package of materials for the research writing workshop and get the participants thinking about how they can use and adapt these materials.

Session title/s	Research writing workshop walk-through
Session ref. no.	11
Session day/ suggested time	Day Three/ 14.00-14.45
Length of session	45 minutes
Session summary	Participants will be introduced to the standard AuthorAID research writing workshop agenda for a 4-day workshop along with the workshop materials.
Links to establish	N/A
Visual aids and equipment	PowerPoint projector, screen and laptop
Resources (on the day)	N/A
Guidance to facilitating learning activities	<p>Introduction to the research writing workshop package (5 min)</p> <p>The AuthorAID standard research writing workshop package should be available on the INASP website. Show participants where this package of materials is available and how it can be downloaded.</p> <p>Going over the components of the package (10 min)</p> <p>Describe each file that is part of the package: facilitation notes, facilitation slides, participant handbook, etc. and the links between them. You could point out how this TOT workshop also has such materials and share your experience using those to run the workshop.</p> <p>Sample of a workshop session (20 min)</p> <p>Pick one of the shorter sessions from the research writing workshop agenda, eg, citations and references. Then run this session, or a part of it, with the participants so that they get a taste of the research writing workshop.</p> <p>Using and adapting the workshop package (10 min)</p> <p>Encourage participants to think about how to use and adapt the workshop package. You could for example ask them to consider the questions below in pairs or small groups:</p> <p><i>What is the duration of the workshop they might run? If it's less than 4 days long, how would they decide which parts of the AuthorAID workshop package to use?</i></p> <p>Remind the participants to make notes on the <u>reflection questions at the back of the handbook in appendix VII</u> for a couple of minutes.</p>

Day three - Resources

D3-S1 Observation checklist

Name of trainer/s:

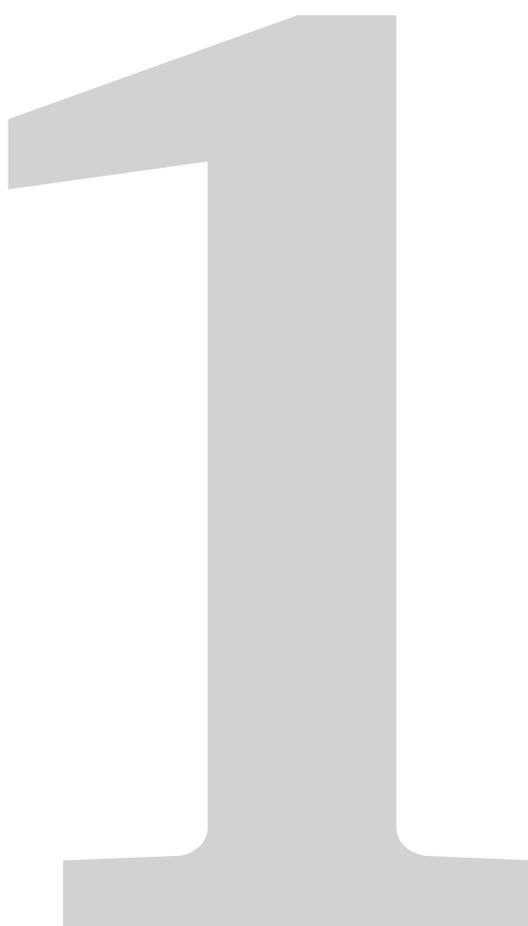
Name of observer:

Session:

Date:

Offer constructive and supportive feed-back to the trainer/s.

	YES / NO
Shared at least one suitably ambitious and comprehensive learning outcome, which was aligned to the session	If yes, specific examples to evidence this:
Designed learning activities that matched at least two learning preferences/styles (e.g. visual and auditory)	If yes, specific examples to evidence this:
Used various different strategies to elicit participants' prior knowledge and facilitate understanding	If yes, specific examples to evidence this:
Used activities and group arrangements in which participants shared experiences and learnt from each other	If yes, specific examples to evidence this:
Facilitated so male and female participants contributed equally during the session	If yes, specific examples to evidence this:
Provided participants with constructive feed-back (e.g. detailed, fair, challenging and supportive)	If yes, specific examples to evidence this:
What aspects did you consider successful? Why?	
What would you do differently next time? Why?	
What have you learnt as a trainer after having observed this session?	







D3-S2 Example of a self-reflective checklist

Main facts about the particular session				
Date:	Topic of session:			
Place:	Time:			
Nature of session:	Number of participants:			
Overall, how did I feel this session went:				
One of my very best	Fine	OK	Could have been better!	Not at all happy about his one!
Other:				
Checklist questions to capture my reflections	My responses, reflections and planning ideas			
What is the thing about this session that is at the top of my mind at this moment?				
What did I like most about the way the session went? Why is this?				
What else worked really well at this session?				
What worked least well at this particular session? Why was this? What can I do in future sessions to minimize the chance that similar things will happen again?				
What surprised me most on this particular day's training? Why was this unexpected? What would I now do, with hindsight, to address this, if it were to happen again at a future session?				

<p>How well do I now think that I started this particular session? Have I learned anything about how best to start this particular kind of session? How may I now fine-tune the beginning of a similar session?</p>	
<p>How effectively did I explain the intended learning outcomes to participants? Which of these outcomes seemed to be most important to them? With hindsight, can I adjust the intended learning outcomes to be more relevant to future participants at similar sessions?</p>	
<p>How well did the participants seem to take ownership of the need to work towards achieving outcomes? Could the participants see 'what's in it for me' regarding effort into the subject?</p>	
<p>Did I let the participants know what, in due course, they needed to do with the topic? How clearly did I explain to the participants what exactly they would need to work towards to show they had achieved the learning outcomes?</p>	
<p>To what extent did the participants seem to want to learn the topic? Is there anything I need to do help them to increase their want to learn next time?</p>	
<p>How much did the participants know already about this topic, on average? Was this more than I expected or less than I expected? How would I adjust the content of a future session to fine-tune it better to what the participants are likely to know already? How can I find out what they already know?</p>	
<p>What was the best thing about the training room at this particular session? Why did this really help the session? What can I do to try and ensure that this kind of venue feature will be put to good use in future sessions?</p>	
<p>What was the worst thing about the training room at this particular session? What can I do in future to minimize the risk of similar things spoiling a session?</p>	

<p>To what extent did I manage to get participants learning by doing during this session? Was this enough? If not, how could I have built in more participant activity?</p>	
<p>Overall, how did the participants behave at this session? Am I happy with this?</p>	
<p>Was there something I did at this session that I wish I hadn't done? If 'yes' what was this? What else could I have tried?</p>	
<p>What was my own best moment at this particular session? Why do I feel good about this particular aspect? What can I do to lead to more such moments at future sessions?</p>	
<p>What did the most 'difficult' participant do at this particular session? What can I do to address such behaviours at future sessions, if they occur again?</p>	
<p>To what extent did training this session help me to make sense of the topic better? What was the most important thing I learned about the topic?</p>	
<p>How much feedback did the participants get on their learning during this session? How much of this feedback was from each other rather than just from me?</p>	
<p>Did I manage to include opportunities for participants to deepen their learning by explaining things to each other during the session? Could I do more of this next time?</p>	

<p>To what extent did I manage to help participants to deepen their learning of the topic by making informed judgments during the session? (e.g. on their own work, or on things I gave them to judge)</p>	
<p>What, with hindsight, do I wish I had been able to include in this particular session? Why would I now choose to miss this out of similar sessions in the future?</p>	
<p>What else, with hindsight, do I wish I had been able to include in this particular session? How best can I make time to include something along these lines in future similar sessions?</p>	
<p>How well do I think I closed the session? Did I end it with a whimper or a bang?! Was I rushed towards the end of the session, trying to get through everything on my agenda? What would I do next time round, with hindsight, to make sure that a future similar session ended really positively?</p>	
<p>What do I feel about the feedback I have received from participants at this feedback? What will be the most important thing that I will do differently next time as a result of this feedback? What will be the most important thing I will do exactly the same way because of this feedback?</p>	
<p>What was the most hurtful comment or comment in a participants' feedback? Why do I find this hurtful? Was it justified? Is it really important considering the feedback as a whole? Would it be useful for me to do something different next time round to address this particular aspect of critical feedback?</p>	
<p>What was the most pleasing comment or comment in a participants' feedback? Why does this please me so much? Will it be possible for me to get further similar feedback in the future, and how will I adjust a future session to do so?</p>	
<p>How well did participants feel that they had achieved the intended learning outcomes at the end of the session? Which outcomes had they achieved best/ Were any of the intended outcomes less important than others? How would it be useful, with hindsight, to adjust the intended learning outcomes for a similar session next time around?</p>	

<p>What is the most important thing I have learned about training sessions of this kind from this particular experience? How will I put this learning to good use at future sessions?</p>	
<p>Any further thoughts?</p>	
<p>Date completed:</p>	

Making Learning Happen, Phil Race, 2014 (SAGE)

Day one - Presentation

research and knowledge at the heart of development 

Training of Trainers Workshop

Insert an image of your choice

07/12/17 

research and knowledge at the heart of development 

Introduction

- Modelling active learning - requires your full participation;
- Your responsibility to decide what and how much you learn;
- Need to be active learners who take responsibility for your learning and that trainer/s facilitate learning rather than 'teach' in the traditional sense;
- Confirm what you already know and areas for your further investigation after the workshop.

07/12/17 

research and knowledge at the heart of development 

Learning Contract

- Arrive on time and keep to time
- Attend all sessions
- Cell phones on silent - calls made on breaks
- Respectful challenge
- Actively participate in activities
- Listen when others are speaking
- Be responsible for our own learning
- Respect confidentiality
- Support the learning of others

07/12/17 

research and knowledge at the heart of development 

What sort of trainer is she?

	Starting Point	Role	Material to be studied	Problems	Blame
1.	Content and training materials	Transmit information	Body of knowledge/facts	Shrug of the shoulders	Learner/system
2.	Trainer and what I do	Pass on knowledge and engage the learner	Body of knowledge and understandings/principles	Concern	Trainer
3.	What the learner does	Facilitate a learning experience	Holistic learning experience including attitudes and values	Engage with them	No blame but seeks to make sense of the situation

07/12/17 

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'There is nothing more practical than a good theory' (Lewin, 1952:169)

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Task

What are the different **attitudes** and **behaviours** of an active and self-directed learner and what kind of **strategies** do they adopt within and outside the training space?

07/12/17 

Learning takes place through the active behaviour of the student: it is what he (sic) does that he learns, not what the teacher does' Based on Biggs (1996)

End of day review

- One thing that you have learned from today (green)
- One question that you have from today (orange)
- One suggestion as to how the training or logistics can be improved (yellow)

Insert an image of your choice



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Day two - Presentation

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Training of Trainers Workshop

Insert an image of your choice



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Learning Contract

- Arrive on time and keep to time
- Attend all sessions
- Cell phones on silent calls made on breaks
- Respectful challenge
- Participate in activities
- Listen when others are speaking
- Be responsible for our own learning
- Confidentiality
- Support the learning of others



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Why do active learning?

- Increased content knowledge, critical thinking and problem-solving abilities
- Increased enthusiasm for and positive attitude towards learning
- Development of critical and creative thinking, problem-solving, communication and interpersonal skills
- Improved perceptions and attitudes towards information literacy



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Task

- Brainstorm as many 'quick win' strategies and techniques your colleague can use to develop active learners and stimulate active learning within his training sessions.
- Each participant then place three stickers next to the three ideas you would like to introduce straight away into your training or teaching practice.



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Task

- Which of the strategies and techniques are you already using in your training and/or teaching?
- Which could and would you like to introduce into your training and why?



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Aims of this presentation

- To recognise how the size of groups may impact on the tasks and functions groups are expected to perform during your workshops
- To identify the kind of situations different methods of forming groups are useful for
- To pool together and evaluate some of the ways to manage reporting back on group discussions



Four methods for forming groups

- **Preset**
Composition wholly or largely determined by trainer in advance based on discipline for example
- **Structured**
Contain a deliberate mix, specifying sorts of people or individuals to be in each group
- **Random**
Participants together largely by chance and know that this is the case
- **Self-selecting**
Participants select which group to join

07/12/17



Task

- For what kind of situations are each of the three methods useful for?
- Share one example when you used a particular technique to form groups and the reasons why you selected it

07/12/17



Options for groups reporting back on group work



07/12/17



Task

- **Think** and write your answer to the question below:
Why should I set learning outcomes for my training workshops/courses?
- **Pair up** with a colleague, discuss and compare your ideas.
- **Share** your ideas with the whole group.

07/12/17



10

Formulating an intended learning outcome

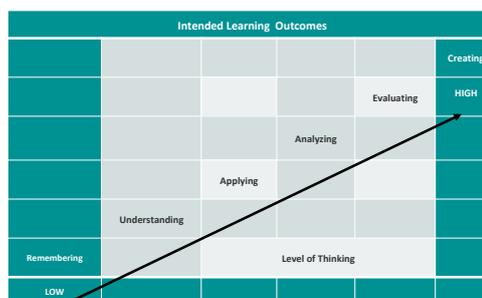
- The active **verb** at the appropriate *level* of understanding or performance intended;
- The topic **content** the verb is meant to address, the object of the verb in other words;
- The **context** of the content discipline in which the verb is to be deployed.

e.g. **describe** the key **ethical issues** in **research and publishing**

07/12/17



11



Based on Anderson and Krathwohl's Taxonomy, 2001

07/12/17



12

By the end of the workshop, learners will be able to:

- A. Understand the principles of adult learning
- B. Have a deeper appreciation for good active learning
- C. Evaluate the applicability of strategies and training techniques that promote active learning within the research writing workshop context
- D. Be given opportunities to learn effective facilitation skills

Suggested answer key:

Option/ ILO	Analysis
1-D	Describes program content, not the attributes of successful learners
2-B	Does not start with an action verb or define the level of learning; subject of learning has no context and is not specific
3-A	Starts with an action verb, but does not define the level of learning; subject of learning is still too vague for assessment
4-C	Starts with an action verb that defines the level of learning; provides context to ensure the outcome is specific and measurable

What do you want your participants to learn?

Intended Learning Outcomes



How are you going to help them to learn it?

Training and learning methods and opportunities



How will you know if they have learnt it?

Assessment methods

Task:

- What techniques can learners and trainers use during a RW workshop to meaningfully assess learning?
- Which levels of thinking are the easiest/hardest to identify assessment techniques for?
- Which of the techniques would you like to try straightaway in your training and/or teaching?

End of day review

- One thing that you have learned from today (green)
- One question that you have from today (orange)
- One suggestion as to how the training or logistics can be improved (yellow)

Insert an image of your choice



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Day three - Presentation

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Training of Trainers Workshop



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Learning Contract

- Arrive on time and keep to time
- Attend all sessions
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- Participate in activities
- Listen when others are speaking
- Be responsible for our own learning
- Confidentiality
- Support the learning of others



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What do we mean by reflection?

- Looking *back* at what has happened; learning *forward* by taking action
- Stepping back from 'doing'
- '...see[ing] yourself...from both the inside and the outside, to question what you are doing, the way you are doing it, why you are doing it' (Pinder, 2015)



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Why should we reflect?

- Reflection can increase our competence, understanding and increase our self-esteem, self-confidence, enthusiasm and ultimately, job satisfaction.
- As professionals, we have a moral responsibility to update our knowledge and skills and do our best to improve the quality of learning in our training workshops.
- We should model good practice in learning.



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Why should we reflect?

- No two learning situations are the same. Our role is to maximise the learning experience by matching the strategies, materials and resources to the specific culture and context.
- Finally, we live in a rapidly changing world. Changes in terms of policy and practice are constants. Reflection and refreshment of ideas is essential.



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Gibbs Reflective Model



```
graph TD; A[Description - What happened?] --> B[Feelings - What were you thinking and feeling?]; B --> C[Evaluation - What was good and bad about the experience?]; C --> D[Analysis - What sense can you make of the situation?]; D --> E[Conclusion - What else could you have done?]; E --> F[Action Plan - If it arose again, what would you do?]; F --> A;
```

