

How to implement LVRR the training course



3 Starting points:

- For 4 days participants can not master all provided material
- Learning by doing
- Participants do want to share experiences

ISSUES:

- **Course participants**
- **Trainer - facilitator**
- **Training material**
- **Main learning activities**
 - ◆ Course Introduction – Lecture – Discussion –
■ ~~Fieldwork~~ – Exercise Presentation – Examination –
Certificate - Course assessment & feedbacks by
participants



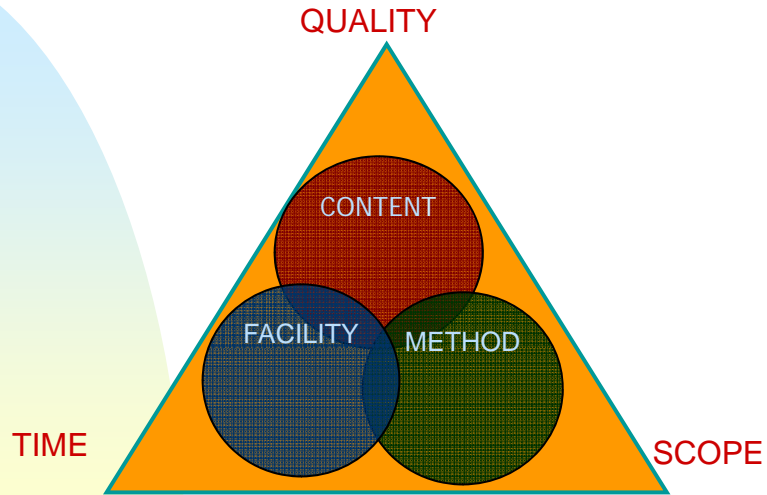
PARTICIPANTS

- To have an immediate success
- To apply their experiences in the learning process.
- To learn in environment suitable with their entry levels, time availability.

60-70% of the success



TRAINER-FACILITATOR



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ROLE OF THE TRAINERS

- FACILITATION
- ENCOURAGEMENT
- ORIENTATION
- PROMOTION



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TRAINING MATERIAL

- Send before the course start
- Encourage participants to read
- Encourage participants to do test



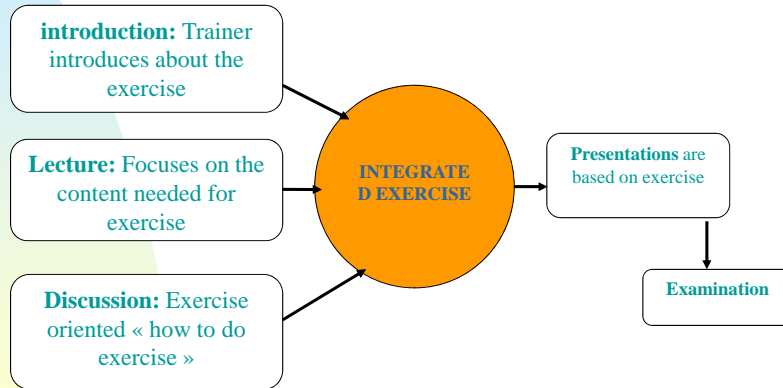
Approach to implementation

- ◆ Course Introduction
- ◆ Lecture
- ◆ Discussion
- ◆ Fieldwork
- ◆ Exercise Presentation
- ◆ Examination
- ◆ Certificate
- ◆ Course assessment & feedbacks by participants

should be focused on and based on final and integrated exercise.



INTEGRATED EXERCISE



LECTURE

5 requirements :

- Define the lecture structure.
- Master your voice and your teaching manner.
- Control your teaching time.
- Can correctly raise the “learning problems” and questions to the participants.
- Can use effectively teaching facilities.

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DICUSSION DESIGN

- HOW MANY DISCUSSIONS?
- WHAT TOPICS?
- HOW TO ORGANIZE/FACILITATE?



DISCUSSION TOPICS

- Topic 1:
- Topic 2:
- Topic 3:



Step 1:
Briefing objective and content of discussion

- Trainers check whether participants are clear about the objectives and content.
- Trainers explain how to split class into groups and what responsibilities will have the group leader.

Step 2:
Forming groups

- 5-10 is a appropriate number of one group for discussion.
- Group leader is selected by group.
- Participants are warm up by self-introduction.

Step 3:
Discussion

- Main ideas should be noted in big format papers by group leader or secretary.
- Trainers play a facilitation role.

Step 4:
Group presentation

- On behalf of the group, group leader gives presentation in front of other groups; group members contribute their ideas and/or support leader to respond questions from the audience.

Step 5:
Summary and conclusion

- In case if the conclusions are required the Trainer/facilitator summaries discussion results, make conclusions /lessons learnt



EXERCISE

- Introduce about the integrated exercise from the 1st Section
- Assign group tasks with final exercise
- Trainers spend time (10-15%?) for final exercise
- Design discussion topics and facilitate discussions focused on exercise
- Presentations are based on exercise.
- (???) examination includes elements/content of the exercise.



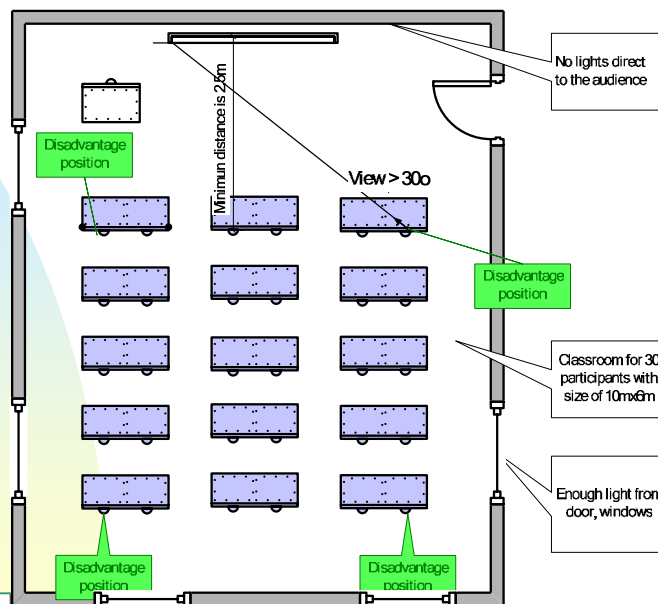
PRESENTATION

- 3 groups
- Group participation
- Competition environment

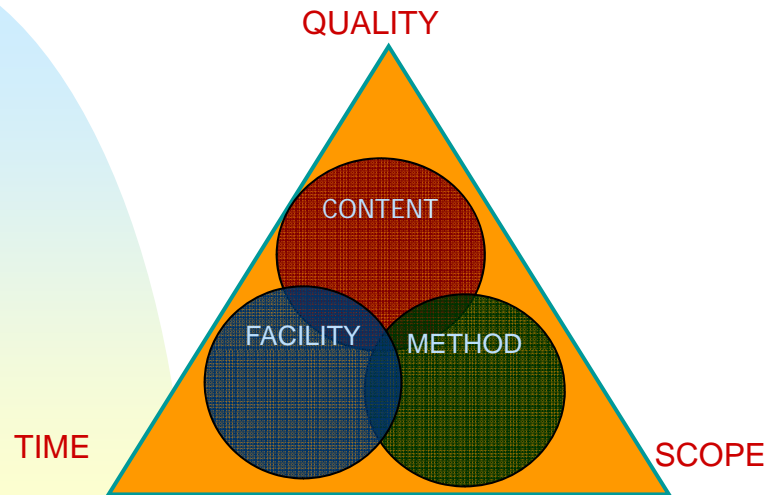


EXAMINATION

- ATTENDANCE
- FINAL EXAMINATION: Multiple choice (10 questions)



TRAINER-FACILITATOR



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Class interactive activities

- Make your own class scenario, put it on paper and follow it in flexible way
- Do not use projector all the time
- Better give approach, structure, resource, working methodology than focus on the detail explanation
- Remind participants about the Exercise.
- Keep participants wake by Q&A, short discussions.



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QUESTIONING

- Encourage response from the participants as much as you can.
- Start with an easy question.
- Give time, even little, for participants can think over before to respond.
- The shorter and clearer question is the better.
- Try to avoid multi-meaning questions.



DISCUSSION AND PRESENTATION FORMAT

- Give agreed discussion and presentation formats
- Discussion Presentations are recommended.
(paper, slide)

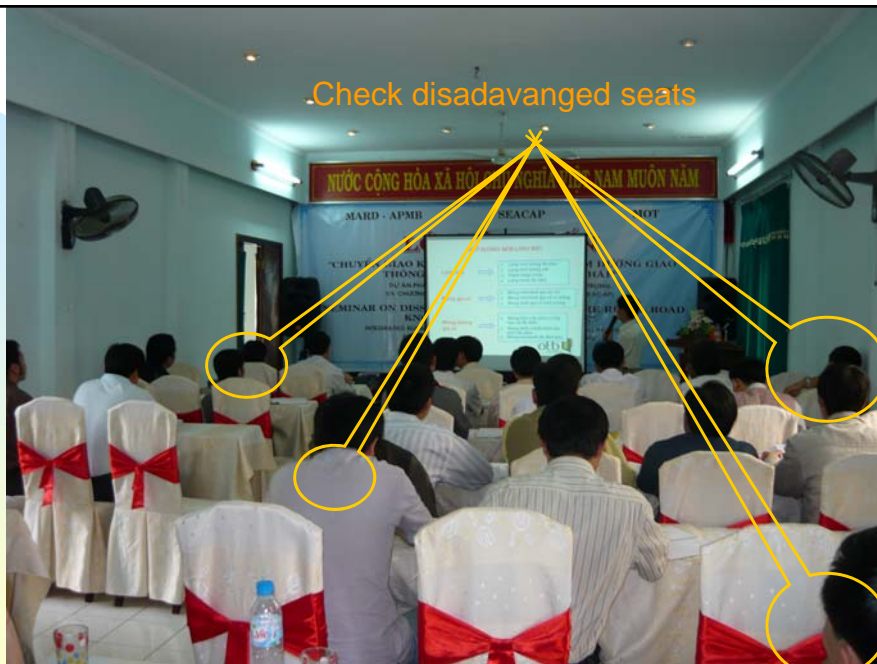


CLASS PREPARATION

- Projector
- Wireless microphones
- Chairs and decks
- Flipcharts
- A0 papers + colors pences
- Drink water and stationery



Check disadvantaged seats







Minimum teaching equipment



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Express and show discussion results



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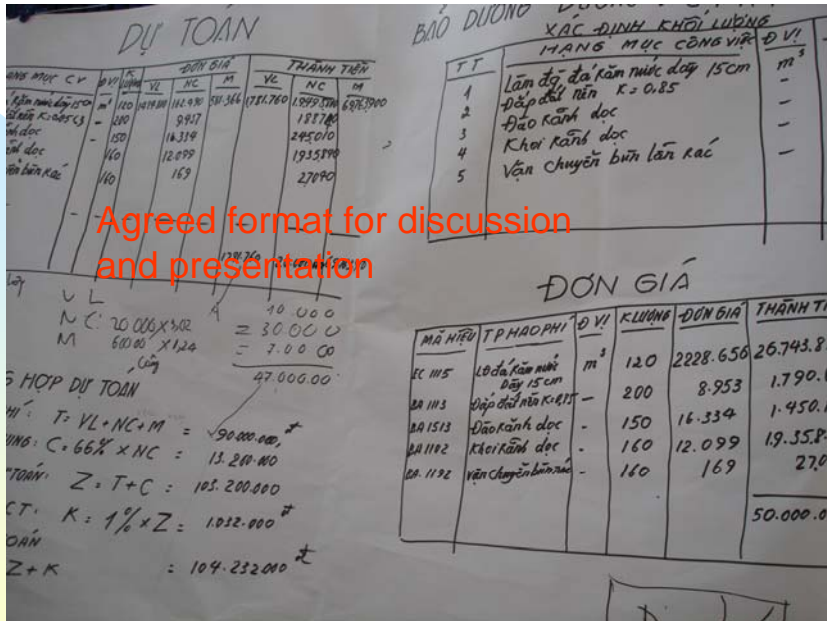


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Express and show discussion results



Agreed format for discussion and presentation





SUMMARY

- Make your flexible Scenario
- Fully understand what you show and say
- Approach, methods, key points
>><<Detail technical explanation
- More time for discussions
- Do not forget about the exercise

