

NAP Toolkit Training of Trainers (TOT) – Draft Agenda

Dates: 26 – 29 March 2018 - Venue: Hua Chang Heritage Hotel, Bangkok, Thailand

Day 1: 26 March 2018	
08h30 – 09h00	Registration
Session 1: Welcome and introduction	
09h00 – 10h30	Opening and welcoming remarks
	Welcome and tour de table
	Workshop objectives and pre-training self-assessment
	Housekeeping
Session 2: The Learning Environment	
10h30 – 11h00	Good and bad training
	Creating an effective learning environment
11h00 – 11h30	COFFEE BREAK
11h30 – 13h00	Physical factors
	Psychological factors
	Cognitive factors
	Theories about learning
13h00 – 14h30	LUNCH BREAK
Session 3: Designing training programmes	
14h30 – 16h00	Using learning outcomes
	Using task analysis
	Selecting training methods
16h00 – 16h15	COFFEE BREAK
16h15 – 17h00	Review of the day
	Wrap-up of day 1

Day 2: 27 March 2018	
09h00 – 09h15	Morning review
Session 4: Delivering effective presentations	
09h15 – 10h40	Good presentations

	Using PowerPoint
	Designing a good presentation
10h40 – 11h00	COFFEE BREAK
11h00 – 12h00	Delivering your presentation
	Asking and answering questions
	Dealing with difficult participants
	Review the presentation handout
12h00 – 13h00	LUNCH BREAK
13h00 – 15h00	Trainers on Stage: Delivering presentations*
15h00 – 15h30	COFFEE BREAK
15h30 – 18h00	Trainers on stage: Delivering presentations
	Review of the day
	Wrap-up of day 2

** Recommended topics for these presentations exercises are extracted from the two NAP Toolkit modules: “Mainstreaming climate change adaptation into water resources” and “Appraisal of adaptation options and prioritisation”. Participants will be provided with the topics on the first day, to choose and prepare.*

Day 3: 28 March 2018	
09h00 – 09h15	Morning review
Session 5: Facilitating group activities	
09h15 – 10h30	Getting the most out of small group activities
	Practising facilitation
10h30 – 11h00	COFFEE BREAK
11h00 – 12h30	Trainers on stage: Facilitation exercise 1**
	Trainers on stage: Facilitation exercise 2
12h30 – 13h30	LUNCH BREAK
13h30 – 15h20	Trainers on stage: Facilitation exercise 3
	Review Session
	Trainers on stage: Facilitation exercise 4
15h20 – 15h50	COFFEE BREAK
15h50 – 17h30	Trainers on stage: Facilitation exercise 5
	Review session
	Review of the day
	Wrap-up of day 3

****During these exercises, participants will get to facilitate an exercise. Participants will be asked to work in pairs and choose a group exercise to facilitate. There will be five facilitation exercises, extracted from the two NAP Toolkit modules: “Mainstreaming climate change adaptation into water resources” and “Appraisal of adaptation options and prioritisation”. The facilitation exercises will be provided to the participants on the first day, to allow them to prepare.**

Day 4: 29 March 2018	
09h00 – 09h15	Morning review
Session 6: Reviewing and evaluating training	
09h15 – 10h30	Evaluating training
	Slot open for discussion for participants to fill – e.g. gender module
10H30 – 10H45	COFFEE BREAK
10h45 – 12h00	Slot open for discussion for participants to fill – gender module
	Post-workshop evaluating
Session 7: Review and conclusion	
12h05 – 13h00	Summary of the training event
	Commitment to action
	Next steps NAP Toolkit
	Closing remarks
13h00 – 14h00	LUNCH
14h00 – 17h00	NAP-GSP Partners Meeting