

# TRAINING OF TRAINERS (TOT) WORKSHOP

## BASIC URBAN AIR QUALITY MANAGEMENT COURSE

### AGENDA

Organized and hosted by  
World Bank Institute,  
Asian Institute of Technology,  
and CIDA-AIT Partnership, Southeast Asia Urban Environmental  
Management Applications (SEA-UEMA) Project,  
Bangkok, Thailand, February 28 – March 3, 2005  
Venue: AITCC B202

**Objectives:** The objectives of this training workshop are: (1) to provide a forum for blended learning course trainers to discuss substantive issues, challenges and barriers faced in delivering the course on urban air quality management; and (2) to facilitate a working environment for the participants to improve both their training skills and their course proposals that are critical to the effective delivery of the course in their respective country/city. Specifically, the workshop will:

- Assist trainers in identifying relevant UAQM modules appropriate for their delivery as well as provide them support in integrating local needs and challenges.
- Clarify their roles and responsibilities as course facilitators.
- Improve their understanding and skills in delivery methods and learning strategies.
- Assist them in finalizing their proposals and developing actions plans for actual delivery.

**Trainers' Profile:** University staff, government personnel and AQM experts and practitioners committed to delivering the course in 2005.

#### DAY 1, FEBRUARY 28

TIME	CONTENT	RESOURCE PERSON
8:25 – 8:30	<b>Welcome</b>	Nguyen Kim Oanh
8:30 – 8:35	<b>Introduction to ToT Course</b>	Vicky Pinpin-Feinstein
8:35 – 8:45	<b>Opening Speech</b>	Acting President and Dean
8:45 – 9:00	<b>BREAK</b>	
9:00 – 9:45	<b>Workshop Overview</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Objectives and goals</li> <li>▪ Trainers' expectations and learning goals based on BAQ focus group and follow-up questions</li> </ul>	Vicky Pinpin-Feinstein
09:45- 10:45	<b>Understanding the UAQM Course</b> <ul style="list-style-type: none"> <li>▪ Content and key messages</li> <li>▪ Integration of local materials and expertise with course modules</li> <li>▪ Selecting and using relevant modules for your course delivery</li> <li>▪ Identifying relevant subject matter, its scope and breadth</li> </ul>	Nguyen Kim Oanh, 10 minute promo video presentation

<b>10:45 – 12:15</b>	<b>Trainers' Introduction and Discussion of Course Proposals</b> <ul style="list-style-type: none"> <li>▪ Individual presentations of course proposals</li> <li>▪ Break up trainers into two working groups</li> <li>▪ Brief presentation of Indonesia UAQM delivery</li> </ul>	Participants and ToT team, Puji Lestari
<b>12:15 – 01:15</b>	<b>LUNCH</b>	
<b>01:15 – 02:45</b>	<b>Sample Course Content: Using Module 4 in your Delivery</b> <ul style="list-style-type: none"> <li>▪ Content videos and instructional aids</li> <li>▪ Integration of local materials and experts</li> <li>▪ Combining IAP challenges and issues in health impacts and economic valuation</li> <li>▪ Open forum</li> </ul>	Nguyen Kim Oanh
<b>02:45– 03:00</b>	<b>BREAK</b>	
<b>03:00 – 04:30</b>	<b>Sample Course Content: Using Module 5 in your Delivery</b> <ul style="list-style-type: none"> <li>▪ Content videos and instructional aids</li> <li>▪ Integration of local materials and experts</li> <li>▪ Open forum</li> </ul>	Nguyen Kim Oanh
<b>04:30 – 06:00</b>	<b>Group Discussion and Exercises on Using Modules 4-5 in your Course</b> <ul style="list-style-type: none"> <li>▪ Exercises in facilitator guide</li> </ul>	Nguyen Kim Oanh
<b>06:00– 06:15</b>	<b>Wrap-up: Evaluation of 1st day and Introduction to Day 2</b>	Vicky Pinpin-Feinstein

## DAY 2, MARCH 1

<b>TIME</b>	<b>CONTENT</b>	<b>RESOURCE PERSON</b>
<b>08:30 –10:00</b>	<b>Sample Course Content: Using Module 7 in your Delivery</b> <ul style="list-style-type: none"> <li>▪ Content videos and instructional aids</li> <li>▪ Integration of local materials and experts</li> <li>▪ Open forum</li> </ul>	Paul Procee
<b>10:00 – 11:00</b>	<b>Group Discussion and Exercises on Using Module 7 in your Course</b> <ul style="list-style-type: none"> <li>▪ Exercises in facilitator guide</li> </ul>	Paul Procee and Nguyen Kim Oanh
<b>11:15 – 11:30</b>	<b>BREAK</b>	
<b>11:30 – 12:30</b>	<b>Your UAQM Course: Goal and Objectives</b> <ul style="list-style-type: none"> <li>▪ Determine need for course delivery and expected outcomes</li> <li>▪ Analyze your audience</li> <li>▪ Establish instructional goals and objectives</li> </ul>	Paul Procee and Puji Lestari
<b>12:30 – 01:30</b>	<b>LUNCH</b>	
<b>01:30– 03:00</b>	<b>Developing your UAQM Course: The Process</b> <ul style="list-style-type: none"> <li>▪ Review existing local materials and integrate with UAQM modules</li> <li>▪ Organize and develop content</li> <li>▪ Develop resource materials and select delivery method</li> <li>▪ Course duration and time lines</li> <li>▪ Budget and cost requirements</li> <li>▪ Survey of needed resources</li> <li>▪ Implement delivery</li> <li>▪ Course evaluation mechanisms – evaluate at each stage</li> </ul>	Paul Procee and Puji Lestari
<b>03:00 – 04:30</b>	<b>Group Discussion on How to Develop your Course</b> <ul style="list-style-type: none"> <li>▪ Group exercise</li> <li>▪ Break into working groups and discuss each trainer's course delivery</li> <li>▪ Group presentations</li> </ul>	Participants and ToT team

04:30 – 05:15	<b>Wrap-up: Evaluation of 2nd day and Introduction to Day 3</b>	Vicky Pinpin-Feinstein
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## DAY 3, MARCH 2

TIME	CONTENT	RESOURCE PERSON
08:30 – 09:15	<b>Who is Involved: The Key Players</b> <ul style="list-style-type: none"> <li>▪ Role of the course facilitator</li> <li>▪ Content specialists: facilitator, content experts, consultants, peer reviewers</li> <li>▪ Blended learning specialists</li> <li>▪ Role of the target audience</li> </ul>	Vicky Pinpin-Feinstein
09:15 – 10:15	<b>Who is your Target: The Course Participants</b> <ul style="list-style-type: none"> <li>▪ How to identify participants and capacity to deliver training to others</li> <li>▪ Analyze need-based learning priorities of participants</li> <li>▪ Provide learner support</li> <li>▪ Establish feedback system between facilitators and learners</li> </ul>	Paul Procee
10:15 –10:30	<b>BREAK</b>	
10:30 – 12:15	<b>Working Groups Discussion and Exercises</b>	Participants and ToT team
12:15 – 01:15	<b>LUNCH</b>	
01:15 – 02:45	<b>Marketing the Course</b> <ul style="list-style-type: none"> <li>▪ Assess profile of target audience</li> <li>▪ Identify potential channels and tools for marketing</li> <li>▪ Identify contact individuals in key relevant organizations</li> </ul>	Vicky Pinpin-Feinstein
02:45– 03:00	<b>BREAK</b>	
03:00 – 06:00	<b>How to Deliver: Blended Learning 101</b> <ul style="list-style-type: none"> <li>▪ Blended learning approach</li> <li>▪ What works and what doesn't</li> <li>▪ Explain delivery methods</li> <li>▪ Learning strategies through blended education</li> <li>▪ Cost issues</li> <li>▪ Delivery schedule</li> <li>▪ Action plan</li> </ul>	Vicky Pinpin-Feinstein and video presentations
06:00– 06:15	<b>Wrap-up: Evaluation of 3rd Day and Introduction to Day 4</b>	Vicky Pinpin-Feinstein

## DAY 4, MARCH 3

TIME	CONTENT	RESOURCE PERSON
08:30 – 09:15	<b>Recap of Blended Learning Methodologies</b>	Vicky Pinpin-Feinstein
09:15 10:15	<b>Integrating your Course Development with Blended Learning</b> <ul style="list-style-type: none"> <li>▪ Determine appropriate delivery mechanism</li> <li>▪ Survey learning/partner sites and GDLN integration</li> <li>▪ Integrate modular content through blended learning</li> <li>▪ Enable interactive tools (online discussion forum)</li> <li>▪ Use of Bank resources</li> </ul>	Nguyen Kim Oanh and Vicky Pinpin-Feinstein

<b>10:15 – 10:30</b>	<b>BREAK</b>	
<b>10:30 – 12:15</b>	<b>Group Discussion and Exercises</b> <ul style="list-style-type: none"> <li>▪ Individual presentations of course proposals</li> <li>▪ Break up trainers into two working groups</li> </ul>	Participants and ToT team
<b>12:15 – 01:15</b>	<b>LUNCH</b>	
<b>01:15 – 03:00</b>	<b>Monitoring Success: Evaluation</b> <ul style="list-style-type: none"> <li>▪ Review goals and objectives</li> <li>▪ Develop an evaluation strategy</li> <li>▪ Formative and summative evaluations</li> <li>▪ Importance of follow-up</li> </ul>	Vicky Pinpin-Feinstein
<b>03:00– 03:15</b>	<b>BREAK</b>	
<b>03:15 – 04:00</b>	<b>Group Discussion and Exercises on Evaluating your Course</b>	ToT team
<b>04:00 – 05:00</b>	<b>Action Plan and Wrap-up</b> <ul style="list-style-type: none"> <li>▪ Commit to action items</li> <li>▪ Develop timeline and follow-up actions for coming months</li> <li>▪ Inputs to Facilitator Guide and final questions</li> <li>▪ Evaluation</li> </ul>	Vicky Pinpin-Feinstein