

Training of Trainers Workshop: A little bit of knowledge ...

Linda Newton, Ph.D.

Introductions and Expectations



Who am I?

My expectations?

- Be engaged
- Ask questions
- Challenge yourself

WHO are you?

YOUR expectations?

What I Will Learn



Day 1

- Teaching fundamentals
- The ToT Curriculum
- AM Concepts review

Day 2

- The Diagnostic Tool

Day 3 & 4

- The Asset Management Action Plan
- Teaching practice and wrap up



Teaching Fundamentals

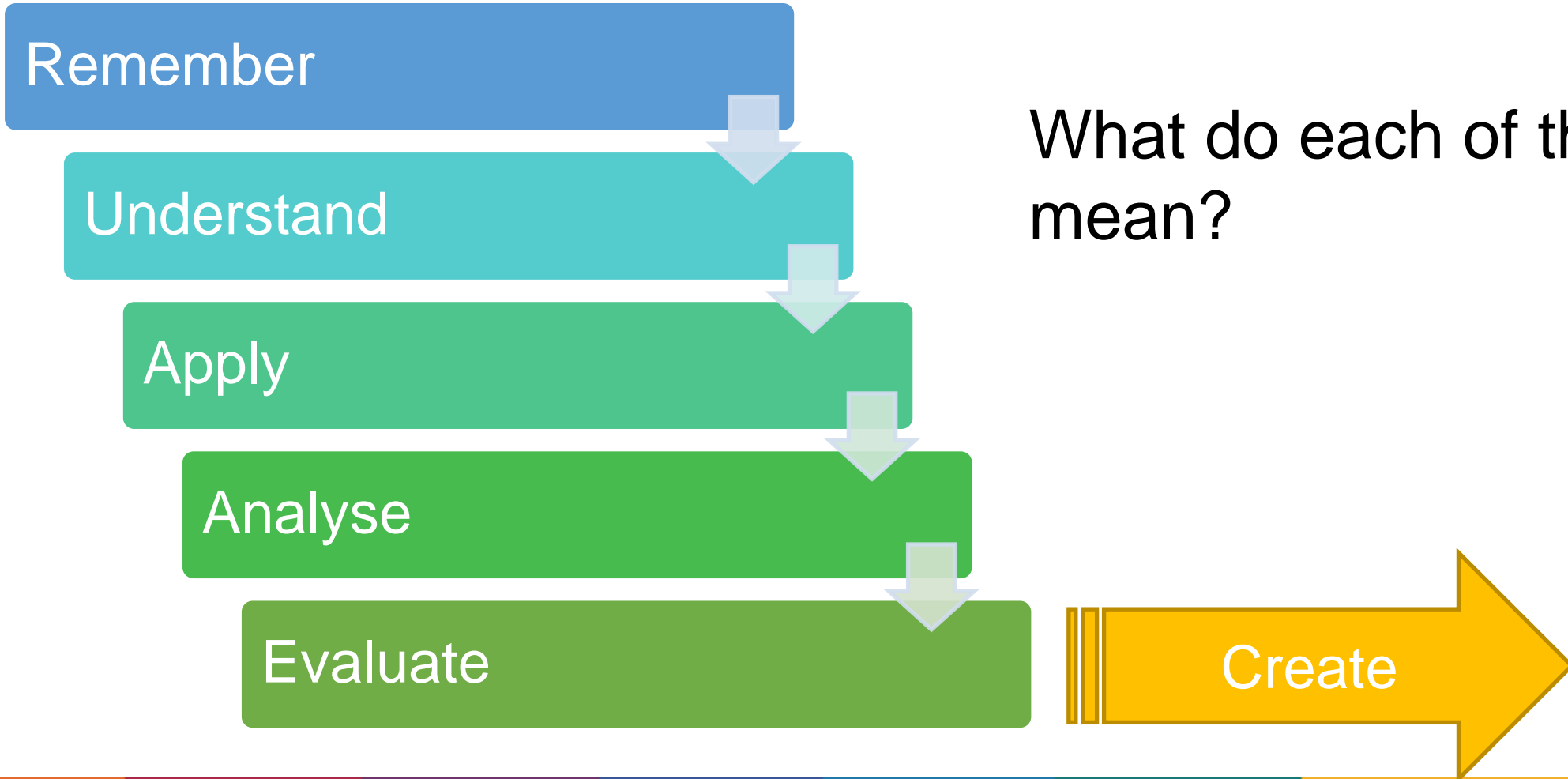
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Fundamentals

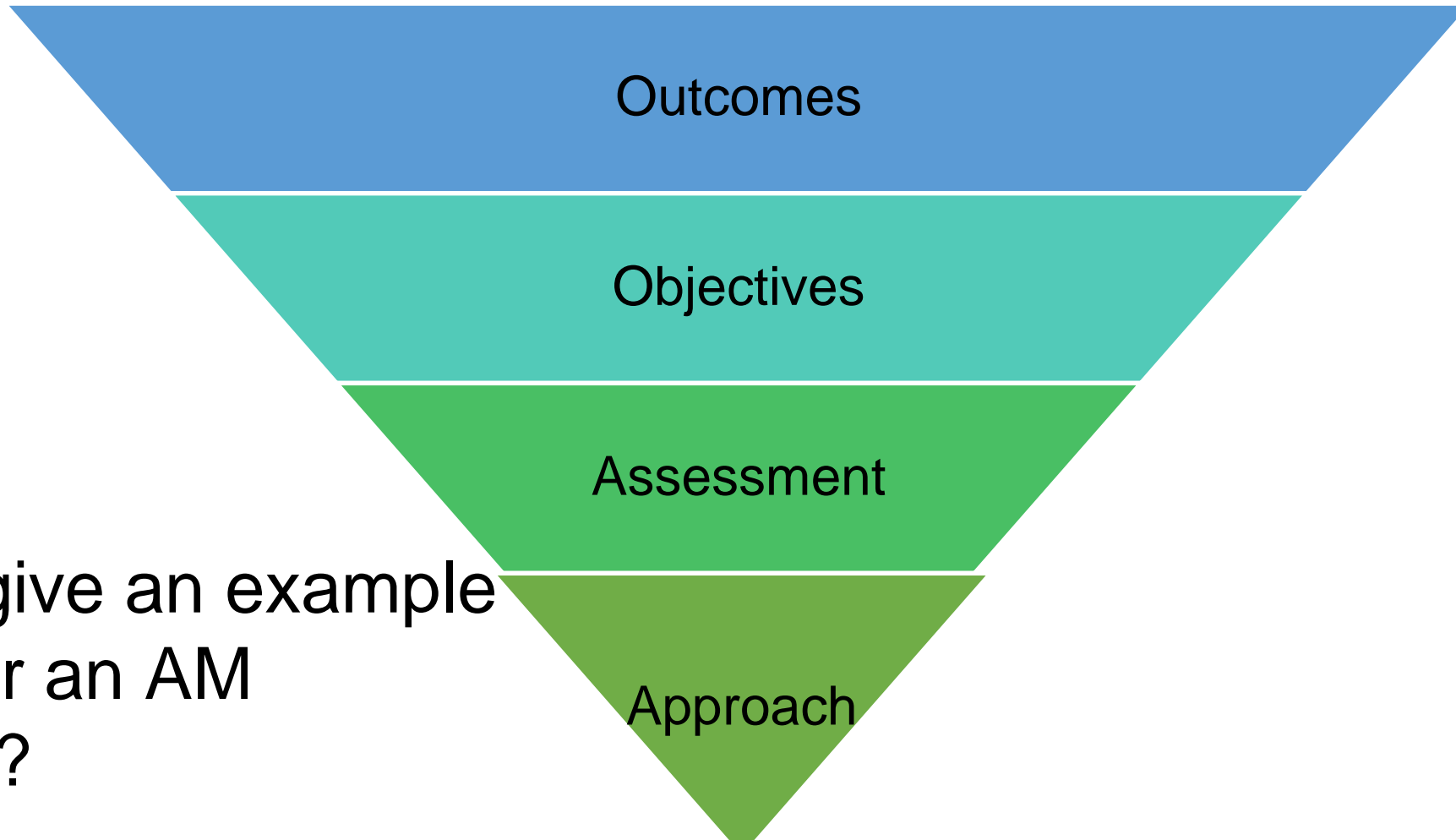
- The Learning Process
- Curriculum and Lesson Planning
- Delivery Options
- Engaging Activities



The Learning Process



Curriculum Planning Steps



Can you give an example of each for an AM workshop?

Curriculum Planning Steps

Outcomes

- Upon completion of this workshop the student will have reliably demonstrated the ability to train others in the basics of asset management and the application of the IAM Tools.

Objectives

- Given a set curriculum, apply the materials provided to teach others the key elements of IAM, the Diagnostic Tool and how to write an AMAP

Assessment

- Practical exercises, group work, teaching practice, peer assessment

Approach

- Interactive, in-person instruction delivered over five days through presentations and activities.

Lesson Planning

Think about your learners ...

- Who are they?
- What do they already know?
- Why should they learn about this?
- What must they learn?
- What must they do to learn?



Lesson Elements

- Introduction
 - Generate interest & link to past instruction
- Teaching points/concepts
 - Clearly convey concepts
- Learning activities
 - Engaging, interesting, inclusive
- Assessment
 - Reinforce learning and provide feedback
- Closing

The Four 'Tells'

Tell them what you're going to tell them

Tell them

Get them to tell you

Tell them what you told them!

Delivery Options

- In person
 - 3 hours lesson planning for 1 hour of instruction
- On-line (virtual)
 - Up to 10 hours lesson planning for 1 hour of instruction
- Self-study (MOOC, pre-recorded presentation)
 - 3 hours lesson planning for 1 hour of instruction

Engaging Activities

Depends on:

- ✓ *WHY they need to learn*
- ✓ *WHAT they need to learn*
- ✓ *HOW then need to learn it*



I like ...

I don't
like ...



Let's Practice



You have 15 minutes for this exercise.

In you group discuss what activities are most effective for:

- In-person workshop
- Virtual workshop
- Self-study

Why are they most effective?

Activities

In person	Virtual	Self-study



Summary



- WHY are you training?
- WHAT is the topic?
- WHO is your audience?
- WHEN and WHERE?
- HOW
 - Delivery options
 - Activities & resources

PLAN ACCORDINGLY

The Curriculum ... your tools

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Curriculum

Workshop curriculum

- Learning outcomes
- Learning objectives
- Resources
- References
- Learning plan
- Sample agenda



Materials to Help You



Presentations

Basics, Data & Climate Change
Enabling Environment
Diagnostic Tool
AMAP



Case Studies

Diagnostic Tool
AMAP



Exercises

Discussion questions
Practical exercises
Group exercises

Teaching Practice

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Assignment

- Choose from one of 10 topics
 - Topic selection due by Wednesday
- Prepare 10 minute presentation
 - Time to prepare provided in class



Topics

1. Key asset management challenges in Kenya or the Kenyan School of Government (KSG)
2. Gaps in the Kenyan legislative framework
3. A performance goal and measure for an asset in the KSG
4. Levels of service for an asset in the (KSG)
5. AMAP constraints and assumptions to consider in in the (KSG)
6. A prioritisation method that can be used to determine critical assets in the (KSG)
7. Enabling asset management in in the (KSG)
8. Asset management data collection for an asset in the (KSG)
9. Impact of climate change on assets in Kenya
10. Another topic of your choice approved by the workshop instructor

Points to Consider

- Use specific examples
- Keep to the time limit
- Maximum 10 slides
- Limit the number of words on your slides
- Use simple language



Questions



Expectations

Teaching best practices

Curriculum & materials provided

Assignment

