



TRAINING OF TRAINERS

How to design, develop and deliver effective e-learning?

Date: 5-6 April 2017

CSCM Training Facility, Port Louis, Mauritius

Draft Agenda, March 2017

Background

To ensure inclusive and sustainable development the Government is developing a Vision 2030, a political strategy with key focus on addressing unemployment, alleviating poverty and fostering sustainable development. Government efforts are supported by the Partnership for Action on Green Economy (PAGE) through advisory and capacity building services.

One of the focus areas of PAGE in Mauritius is capacity building and learning for green economy. Indeed, relative knowledge and capacities for inclusive green economy (IGE) are needed at all levels of the civil administration, in order to support the implementation of Vision 2030. E-learning presents itself as an efficient way to quickly up-scale foundational learning across institutions. With the support of UNDP, an e-learning platform for civil servants was built in 2016 and has been operating under the auspices of the Ministry of Civil Service and Administrative Reform (MCSAR). Recently the management of the platform has been conferred to the Civil Service College in Mauritius (CSCM). Even though the platform hosts a number of courses, interest on the part of civil servants to participate in online trainings has so far been relatively low, compared to face-to-face trainings. Yet, through the e-learning platform, CSCM has the potential to provide policy-relevant and cost-efficient training to circa 80,000 learners in Mauritius.

Target audience

The training of trainers is directed towards civil servants and professionals engaged in the development and delivery of e-learning courses. It aims to build on and reinforce participants' pre-existing skillsets. For example, invited trainees with policy background will benefit from the ToT to enhance their understanding of educational approaches, while participants with an academic background will learn about the approaches to advancing an IGE through e-learning. All participants

will get an understanding of the latest thinking in effective adult learning. The target group of the ToT comprises staff of:

- National and sub-national departments, ministries, and agencies involved in capacity development on various topics;
- Education and training institutions working on public policy, environmental management, economics or other related areas;
- Staff and collaborators of the Civil Service College.

Objectives of the workshop

This learning event is part of the effort of PAGE to up-scale green economy knowledge and skills through effective capacity building in Mauritius. The training will enable the development of national pool of trainers that can support the delivery of inclusive green economy (IGE) learning activities through the dedicated e-learning platform of the CSCM.

After completing the ToT, participants will be able to:

- Discuss principles and methods for effective adult learning in support of IGE policy processes;
- Explain the stages of the methodology for developing effective e-learning products;
- Appraise various approaches for development and delivery of e-learning events;
- Design high-quality e-learning trainings for varying audiences, e.g. policymakers, technical staff in line ministries, university students.

Methodology:

The ToT will take place over two days:

Day 1: Wednesday, 5 April

During the first day, trainees will deepen their understanding of (a) adult learning methodologies, (b) the A.D.D.I.E. model, (c) how to assess the needed of the target audience and (d) design appropriate e-learning course. Emphasis will be put on experience-sharing among participants on what works and what doesn't work when it comes to learning and skills development for policy action.

Day 2: Thursday, 6 April

The second day will introduce trainees to some of the methodologies for developing interactive and engaging e-learning content, as well as approaches for evaluating the results and impact from a training event. At the end of day 2, trainees will present their complete concepts for e-learning course.

Contents and structure of the sessions:

Day 1: 5 April 2017	
Time	Session
9:00- 9:30	<p><i>Introductory session</i></p> <ul style="list-style-type: none"> • Welcome remarks • Interactive introduction of participants and trainers • Developing e-learning – Context and Objectives • Participants' ideas and expectations
9:30 – 11:00	<p><i>Session 1: Specificities of adult learning. Use of e-learning for adults' education.</i></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. Presentation 2. Group exercise: 'Clinics' on challenges and good practices in facilitating learning
11:00 – 11:30	Coffee Break
11:30 – 12:30	<p><i>Session 2: What is the A.D.D.I.E. model?</i></p> <p>Explaining the various stages of course design, development, implementation, and evaluation.</p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 3. Presentation 4. Group activity: formation of working groups and definition of projects
12:30 – 13:30	Lunch
13:30 – 14:30	<p><i>Session 3: Assessing the need of the target audience</i></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 5. Presentation 6. Group activity: Target Audience Analysis
14:30 – 15:00	Coffee Break
15:00 – 16:00	<p><i>Session 4: Designing an e-learning event</i></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. Presentation 2. Group Activity: Defining Learning Objectives
Day 2: 6 April 2017	
9:00 – 11:00	<p><i>Session 5: Approaches to developing an interactive e-learning course</i></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. Presentation 2. Independent work in the computer lab: review of several courses 3. Group activity: Identifying appropriate methodology for an e-learning course

11:00 – 11:30	Coffee Break
11:30 – 12:30	<p>Session 6: Evaluating the results and impact from trainings</p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. Presentation 2. Group Activity: Developing an evaluation strategy
12:30 – 13:30	Lunch
13:30 – 15:30	<p>Session 7: Review of technical group exercise</p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 4. Trainees present their concepts for an e-learning course 5. Group discussion
15:30 – 16:00	Closing session: What have we learnt and next steps

Resource persons:

Maya Valcheva, Green Development and Climate Change, UNITAR

Maya is a training specialist at the Green Development and Climate Change at the United Nations Institute for Training and Research (UNITAR) in Geneva, Switzerland. Her responsibilities combine development of global training products and country-level work in innovative fields such as sustainable consumption and production (SCP) and green policy reform. Maya has more than five years of working experience in the field of capacity development for green economy, SCP and climate change. As part of her work with UNITAR, Maya is engaged in the development training materials, furthering collaboration with national learning institutions, and the planning and implementation of various capacity building activities. Prior to UNITAR, Maya has worked with the Programme for Climate Protection, at the German Development Cooperation (GIZ, Eschborn), and Chile's Trade Directorate (DIRECON). Maya holds a MA in Political Science (University of Potsdam) and a BA in International Relations (UNWE, Sofia).



Dr. Krishna Heeramun

Dr Heeramun is a consultant in the field of sustainable development, business and trade facilitation operating in the Indian Ocean islands and mainland Africa. He was a national consultant for the policy support component of Switch Africa Green for Mauritius as well as for the preparation of Vision 2030 for Mauritius. Moreover, he was lead consultant for the development of the Mauritian SME masterplan. His areas of interest include sustainable trade, inclusive growth through entrepreneurial supply chain strategies, and modelling of triple bottom line benefits for mobilization of project funding. He has acted as a moderator for several UNITAR e-learning courses, including "Introduction to SCP in Africa" and "Green Economy and Trade". He holds a PhD in Management from Université Aix-Marseille 2 and Engineering degrees from Institut National Polytechnique de Grenoble.

