

Minutes from project meeting after Training of Trainers no. 1

Date: February 17th, 2012

Place: Chata na lúke, Modra - Harmónia, Slovakia

Participants:

- Ankie van den Broek (Royal Tropical Institute)
- Barend Gerretsen (Royal Tropical Institute)
- Anja Fischer (Horizont 3000)
- Margret Steixner
- Juraj Jančovič (Trnava university)
- Lenka Jančovičová (Trnava university)

Content of the meeting:

• ***Topic sheets***

- ✓ Are shared with students (not putting methodology & activities, literature for facilitators, technical requirements – activities with methodology and timeline should be in ***session outlines*** – not shared with students)
- ✓ All topic sheets within the modules should be linked
- ✓ Learning objectives (not educational objectives) in topic sheets should follow Blooms taxonomy and from the beginning of the module should level of thinking rise up to application / analyze level
- ✓ We need to make sure that required & recommended reading is properly chosen and up to date
- ✓ Each module coordinator should go thru all the module topic sheets and make sure that level of activities & variety of activities (not done with the same methodology) are appropriate
- ✓ Each topic sheet should not have more than 4 learning objectives
- ✓ Topic sheet approximately for half a day

- ✓ **Deadline for finalized topic sheets for the whole course is 15/4/2012, when they need to be sent to project partners**

• ***Program for 2.part of Training of trainers***

2. ToT will be from 14.5. to 16.5.2012

Main issues of 2.ToT:

- ✓ Micro-teaching
- ✓ Evaluation (QA)

- ✓ Assessment
- ✓ Home assignments (linked to sessions)

- **Materials which should be developed before the course start**

- ✓ Quality assurance system (end of June)
- ✓ Topic sheets & session outlines (15/4/2012)
- ✓ Syllabus
- ✓ Brochures and flyers (end of February – pdf, end of march – print version)
- ✓ Course book (end of June)

- **Marketing**

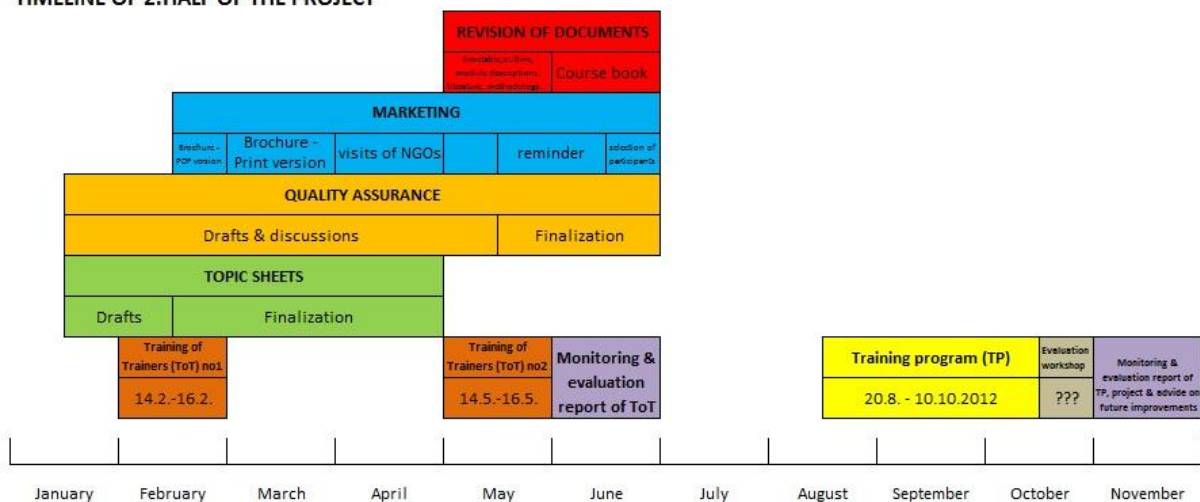
- ✓ Pre-announcement (web-page, e-mails)
- ✓ Flyers (pdf, print versions)
- ✓ Brochures (pdf, print versions)

- **Involvement of the project partners in the course**

- ✓ Coaching
- ✓ Facilitating/lecturing in the modules
 - KIT - Global trends in development...
 - Horizont3000 – intercultural sensitivity...
- ✓ ???Presence during kick-off session???

- **Timeline of second half of the project**

TIMELINE OF 2. HALF OF THE PROJECT



TIMELINE OF TRAINING PROGRAM

| Trends in DC & HA | Cultural sensitivity in Development Work 1 | Cultural sensitivity in Development Work 1 | Community development | Project management | Particularities of work with vulnerable groups | Community health care | Public health with focus on environmental health issues |
|-------------------|--------------------------------------------|--------------------------------------------|-----------------------|--------------------|------------------------------------------------|-----------------------|---------------------------------------------------------|
| 20.-24.8.2012 | 27.8.-29.8.2012 | 3.9.2012-5.9.2012 | 10.9.-12.9.2012 | 17.9.-19.9.2012 | 24.9.-26.9.2012 | 1.10.-3.10.2012 | 8.10.-10.10.2012 |
| August | | September | | | | October | |

- ***Kickoff session of the course***

- ✓ General things
- ✓ Assessment
- ✓ Whole group of facilitators present

- ***During the course***

- ✓ Reflections meetings
 - Facilitators
 - Group of participants (might be facilitated by person from outside)

- ***Assessment***

- ✓ Certificate of attendance (without assessment)
- ✓ Certificate of successful attendance (with assessment)

- ***Materials for 2.installment***

Needs to be discussed and prepared in advance:

- ✓ Topics from the core part of the course (gender, globalization...)

Have a person, who will answer on the questions (e-mails) of potential participants.

Everything should be prepared till the end of June.

End of the meeting

Minutes written by: Juraj Jančovič

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