

Foundation Skills for Trainers – Satellite/Internet Broadcast Facilitator Guide

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Foundation Skills for Trainers Modules

Module 1	Icebreakers and Energizers
Module 2	The Context of Training
Module 3	The Context of the Learner
Module 4	Training Delivery
Module 5	Training Design
Module 6	Training Preparation
Module 7	Using Training Aids
Module 8	Group Management Skills

Day 1 - Daily Activities at a Glance

Off Air Activities - Before the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	1	Welcome and Housekeeping
40	2	Home Teams and Expectation Setting
10	3	Setting Ground Rules
30	4	Participant Introductions (Name Game)

On Air Activities - During the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
8	5	Your Role as a Trainer
8	6	The Goal of Training
8	7	Using Lesson Plans
10	8	Trainer Liability
9	9	Ways to Accommodate the Adult Learner
20	10	Assessing Your Learning Style
12	11	Learning Styles – How We Work Together

Day 1 - Daily Activities at a Glance

Off Air Activities - After the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
30	12	Icebreakers and Energizers
45	13	Learning Styles Activity – “Car Talk”
60	14	Preparation for One Hour Team Delivery
30	15	Learning Journal
10	16	Jeopardy Quiz
20	17	End of Day Feedback

Day 2 - Daily Activities at a Glance

Off Air - Before the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	1	Review of Feedback
10	2	Ice Breaker
10	3	Energizer

On Air - During the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	4	Trainer Communication Skills
30	5	Stages of Group Development
30	6	Performance Objectives – Are They Complete?
10	7	Demonstrations

Day 2 - Daily Activities at a Glance

Off Air - After the Broadcast After the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
60	8	Video-taped Presentation
15	9	Using Transitions
25	10	Stages of Group Development
60	11	Preparation for One Hour Team Delivery
60	12	Trainer Preparation
30	13	Learning Journal
10	14	Create Questions for Jeopardy Quiz
20	15	End of Day Feedback

Day 3 - Daily Activities at a Glance

Off Air Activities - Before the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	1	Review of Feedback
10	2	Ice Breaker
10	3	Energizer

On Air Activities - During the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	4	Role Play
10	5	Case Study
10	6	Training Evaluation
10	7	Asking Questions
15	8	Processing the Learning By Asking Questions
16	9	Questions to Manage the Classroom Environment

Day 3 - Daily Activities at a Glance

Off Air Activities - After the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
15	10	Using Role Plays
30	11	Instructional Strategy Selection
20	12	Handling Disruptive Behavior
20	13	Group Management Summary Activity
60	14	Preparation Time/Individual Feedback on Video Demonstration
30	15	Learning Journal
10	16	Create Questions for Jeopardy Quiz
30	Optional	Practice with Audio Visual Equipment
20	17	End of Day Feedback

Day 4 - Daily Activities at a Glance

Off Air Activities – Before the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
10	1	Review of Feedback
10	2	Ice Breaker
10	3	Energizer

On Air Activities -During the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
05	4	Responding to Participant Questions
10	5	Handling Disruptive Behavior

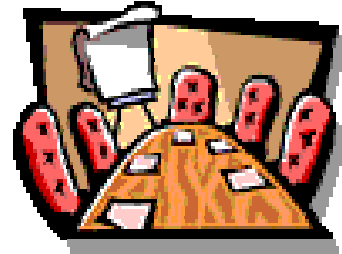
Off Air Activities - After the Broadcast

<u>Time</u> (In minutes)	<u>Activity #</u>	<u>Activity Title</u>
240	6	One Hour Team Delivery
30	7	Learning Journal
20	8	Closing Activity
12	9	Closure and Evaluation

Site Facilitator Preparation

Prior to the Site Facilitator Training

- Read the materials in this section (Site Facilitator Preparation).
- Write down questions that you may have based on your review of the material.



Logistical Preparation

- Notify participants
- Suggested maximum number of participants: 24
- Suggested minimum number of participants: 6

Room and Equipment Needs – General

- Table and chair arrangement for small groups of 3 to 6 people each (i.e. for class of 24 - four groups of six; for class of 6 – two groups of three)
- Easel stand and two pads of newsprint for each table group
- Felt-tipped markers of various colors – 8 per table group
- Masking tape – one roll per table group
- Overhead projector with spare bulbs
- Blank transparencies
- Transparency marking pens
- Extension cord

Supplies – General

- Copies of all participant materials
- Lesson plan packets for final team one hour team delivery
- Deck of cards
- 2 envelopes – one marked Icebreakers and one marked Energizers
- Blank envelopes – one per participant
- One pack of multi-colored index cards
- Scissors
- Stapler
- Transparent tape
- Ruler

Breakout Rooms and Equipment

5-Minute Video-Taped Presentation



One room for every 6 to 8 participants

In each room:

- VCR
- Television monitor
- Video camera with tripod
- Blank video tapes – one for each room or VCR
- Table(s) and chairs for all participants and a facilitator
- Easel stand and newsprint
- Extension cord

One Hour Team Delivery

One room for every two teams

In each room:

- Easel stand and newsprint
- Markers
- Masking tape
- Overhead projector with spare bulbs
- Extension cord
- Table(s) and chairs for participants
- Table and chair for facilitator to make observation and feedback notes

Note: The facilitator will give each team the lesson plans and participant “workbooks.” The teams are responsible for obtaining all materials and supplies for their lesson from the facilitator *prior* to their actual delivery of the lesson plan, and for room set-up.

(**Note:** Breakout rooms need to be large enough for the lessons presented and reasonably free from distractions).

One Hour Team Delivery Supplies

Communication Skills

- Small balls (approximately 3 – 6 inches in diameter)
- Origami paper
- Prepared overhead transparencies

Balancing

- Prepared overhead transparencies

Time Management

- Prepared overhead transparencies

(**Note:** Amount of each depends on the number of participants and resulting number of team delivery groups.)