

Preparatory Workshop

PAS-007

27-28 June 2011

Ruth Duggan, Shelley Overholt, Mark Snell
Sandia National Laboratories



Workshop Objectives

- **RTC-Like Course**
 - Designate Course Director
 - Lecturers/Subgroup Instructors and Shadows
 - Finalize the Course Worksheet
- **International Training Course**
 - Concept of Operations
 - Assignment of Course Director and Lectures
 - Course Worksheet and Schedule
- **Subgroup Instructor Training**



RTC-Like Course

22 August – 2 September 2011



Roles

- **Course Director**
- **Lecturer**
- **Subgroup Instructor**



Course Director

- **Functions**
 - **Manages course preparation**
 - **Orchestrates conduct of the course**
 - **Compiles the lessons learned report**



Course Director Managing Course Preparation

- **Responsibilities**

- Selection of course instructors
- Decision of what changes to make in course materials, if any, and final decision on course materials
- Creation of course schedule, including lengths of lectures and subgroups
- Assignment of lectures to specific instructors using input from instructors
- Monitors logistics activities performed by others (printing materials, selection and assignment of classrooms and subgroup rooms)
- Checks out final class materials and class/subgroup rooms on day before course begins



Course Director During the Course

• Responsibilities

- Provides opening statement on behalf of the course, if dignitaries present**
- Introduces the course and leads session where students introduce themselves and provide information to the rest of the class**
- Oversees process of assigning students to subgroups working with any officials from countries supplying students who might be present**
- Gives daily overview of the previous day in the morning**
- Manages/adjusts schedule, enforces lengths of breaks and makes sure transportation activities work smoothly (e.g., students get to buses/trains on time)**
- Runs discussion sessions with instructors after class everyday to see how subgroups are going and developing workarounds for issues**
- Provides final class summary and leads graduation ceremony, including handing out certificates**



Course Director After the Course

- **Responsibilities**
 - **Compile lessons learned report**
 - **What worked and didn't work**
 - **Recommended changes to processes**
 - **Change processes**
 - **Ensure student database is updated**
 - **Update instructor database**



Lecturers

- **Responsibilities**
 - Know the lecture material
 - Be able to answer questions
 - If possible, have subject matter experience
- Sometimes also a subgroup instructor



Subgroup Instructors

- **Responsibilities**
 - Facilitate the discussion
 - Be a resource for questions
 - Coach group to complete the exercises
- **Sometimes also a lecturer**



Concept of Shadowing

- **Apprentice(s) who follows the course director, lectures, and subgroup instructors**
- **Each apprentice is responsible for observing and/or assisting with all preparatory, delivery, and post-delivery of work associated with the area they are observing**
- **Apprentice will co-facilitate the Pilot Course with a designated person from SNL**
- **SNL will observe the apprentice present by themselves during the International Course and provide assistance and/or coaching as necessary**



Assignments

- **Course Director**
- **Lecturers & Shadows**
- **Subgroup Instructors & Shadows**



Finalize Course Worksheet

- **Course Director Assignment**
- **Lecture Assignments**
- **Subgroup Instructor Assignments**
- **Support Equipment**
- **Invitations**
- **Schedule**
- **Hotel Coordination**
- **Packaging and Printing of Materials Including Posters**



International Course

17-28 October 2011



Roles and Responsibilities

- **JAEA will have lead for course implementation**
- **SNL will provide SME support JAEA lecturers during International Course as required to strengthen course presentation**



Assignments

- **Course Director**
- **Lecturers**
- **Subgroup Instructors**



Course Worksheet

- **Review course worksheet for International Course**
- **Discuss any remaining gaps**
- **Refine schedule**



Subgroup Instructor Training

- **Determine who is the SME on each of subgroups**
- **All instructors are exposed to, and participate in the all subgroups (what is easy, what is hard about each subgroup)**
- **All subgroup instructors should have training in facilitation skills, lecturing vs. facilitating, and small group standards**



Your Job as Subgroup Instructor

- **Facilitate the discussion**
- **Be a resource for questions**
- **Coach them to complete the exercises (Don't do the exercises for them!)**



Subgroup Instructor Training

- **Facilitation Skills**
 - Subgroup instructors should know how to navigate through each subgroup and have a knowledge of how long each exercise should last in the subgroup (“not getting stuck” and “how to get unstuck”)
 - Dealing with experts who feel that the “exercise is wrong” – part may be expectations, part may be facilitation skills
 - Comfortable with the learning process



Subgroup Instructor Training

- **Lecturing vs. Facilitating Subgroups**
 - **Subgroup instructor does review of the section, covering the main concepts and pointing out particular sections of relevance to the exercises**
 - **Encourage/assign the subgroup to read through the individual exercises one-by-one as they work them**
 - **Group works each problem, with facilitation as needed by the subgroup instructor, there is a certain amount of patience needed. (We are validating that they have learned the concept)**
 - **Facilitation as needed includes asking open-ended questions, comparing/contrasting divergent answers**



Subgroup Instructor Training

- **Small group standards**
 - **Managing team and cultural dynamics**
 - **Expectations (expect people to ask questions, participate, write answers down, posters need to be filled in legibly, “there is no correct answer”, politeness)**
 - **Earliest subgroups are structured so that the subgroup instructor can start to build team-work; idea is that they can act as a team by the time the final exercise is performed**
 - **Superior/Subordinate issues**
 - **Asking questions/speaking out/contradicting the subgroup instructor**
 - **Dealing with outspoken people “driving” the subgroup**
 - **Gender issues**
 - **English as a second language (some folks don’t know English but know a second language in common with another student)**
 - **“Tough love” behavior – instructor assigns exercises and then leaves the subgroup (I’m coming in 45 minutes and you need to have finished exercises 1 and 2)**



Next Steps

- **Review of action items and schedule**
- **Are any additional meetings needed before August workshop?**