

Preparatory Workshop

PAS-007

27-28 June 2011

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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

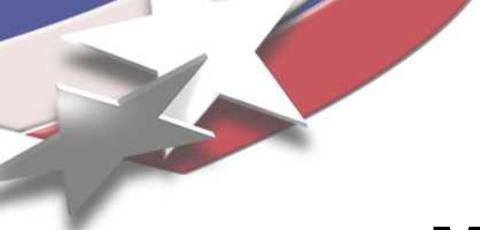
- Course Director
- Lecturer
- Subgroup Instructor



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



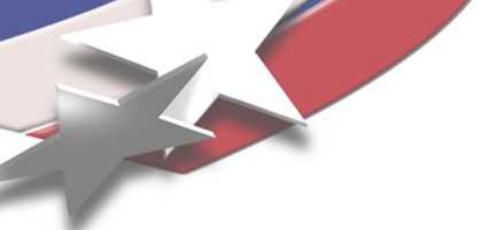
Subgroup Instructor Training

- **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?**