

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

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8 June 2021

Annexes: 3

Subject: WMO Online Course for Spanish Speaking Trainers,
2 August to 8 October 2021 (Online Learning Event)

Action required: Completed participant nomination forms ([Annex III](#)) to be received by
the WMO Secretariat **before 30 June 2021**

Dear Sir/Madam,

I have pleasure in informing you that an online training course for trainers will be offered during the second half of 2021. This year, the course will be offered in Spanish and will focus on the use of blended learning modalities. The course will be offered over 10 weeks, from 2 August to 8 October 2021, which will include one week for participation in the CALMet Conference (also taking place online).

The goal of this online course is to prepare participants to design training that utilizes a variety of (a) delivery modes, including online and classroom learning; (b) learning solutions, including formal and informal learning; (c) learning strategies; and (d) learning activities. The course will focus especially on examples of how these are utilized in the online environment. A premise of the course is that training is enriched by blending, and that using a single delivery mode, such as a fully online course, can be the most effective solution when it blends the other components. After participating in this online course, participants will have enhanced their skills for planning and offering online, blended, or classroom courses in their content areas of responsibility for their client communities. The knowledge and skills gained will contribute to the development of the competencies identified in the World Meteorological Organization (WMO) Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services, as approved by EC-65, and as described in the 2019 revision to WMO *Technical Regulations, Volume 1 - General Meteorological Standards and Recommended Practices*, (WMO-No. 49).

The WMO Online Course for trainers is designed to be practical and highly active. It will include many short readings, but even more opportunities for interaction with facilitators and fellow participants. During the course ([Annex I](#)) participants will work on activities and a project relevant to their current responsibilities: such as, planning a new course or revising an existing course for a learning audience within their scope of responsibility. Participants will be expected to work independently or in small groups on these and other activities ([Annex II](#)).

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Hydrological Advisers

Both trainers and managers responsible for planning, designing and decision-making regarding training will benefit from this online event. The course will comprise nine units plus participation in an online conference for trainers, all together spread over a 10 week period. Coaches will work with participants to help ensure as many as possible complete the Training Development Plan, which is a major part of the assessment and a requirement to obtain a course certificate.

- Primary Course (8 units): 2 August to 26 September 2021
- CALMet XIV: 27 September to 1 October 2021
- Course Conclusion (Unit 9): 4 to 8 October 2021
- A brief period of one week will be available to those who need extra time to complete their final Training Development Plan.

Up to 60 participants proficient in Spanish can be accommodated. To ensure effective facilitation and depending on the number of nominations received, a limit of three nominations from a WMO Member country or a single organization may be imposed.

All participants will be expected to dedicate a minimum of eight hours each week during the 10 week course to enable completion of learning and project tasks. The total level of effort for trainers is approximately equal to the time they would dedicate to a 10 day classroom course but spread over 10 weeks. It is critical to the success of this course that this time is made available to participants apart from their weekly work responsibilities. For this reason, all nominations from Permanent Representatives will require acknowledgement of this time requirement. Participants will be enrolled in the WMO Education and Training Programme e-Learning Website.

Completion of the WMO 2021 Online Course for trainers will require completion of all course activities and readings, for which participants can receive weekly badges of completion, as well as the completion of a Training Development Plan (TDP) for a project required by their services. Course participants working for the same institution will be expected to coordinate their work and complete a single project (TDP). Some participants may also be teamed up with others with similar training topic of interest for their project. This will ensure that the project is relevant and of ongoing utility to their institutions through the collective efforts of the participants working as a team.

A nomination form for participants of the Online Course is attached ([Annex III](#)). When completing the Nomination Form, you are requested to provide information on how the participation of your candidate will benefit your Service, how your candidate will utilize the skills and knowledge upon completion of the course and that you have agreed to provide the time to complete the course. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to selected candidates at a later date.

The Nomination Form should be completed and returned to the WMO Secretariat as soon as possible but **not later than 30 June 2021**.

I would like to express my appreciation for your continued support to the WMO activities.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General

WMO Online Course for Spanish Speaking Trainers

2 August to 8 October 2021

Preliminary Course Programme and Learning Outcomes

Week 1 (2 to 8 August) Introduction and Unit 1: The Training Process, Competencies for Training Providers
Week 2 (9 to 15 August) Unit 2: Training Needs and Learning Outcomes Deadline for Project submission: Initial Training Development Plan, Part 1 (Opening sections, Training Needs, and Learning Outcomes)
Week 3 (16 to 22 August) Unit 3: Learning Solutions, Delivery Modes and Strategies
Week 4 (23 to 29 August) Unit 4: Learning Activities and Assessment Deadline for Project submission: Training Development Plan, Part 2 (Scope, Solutions, Delivery Modes and Strategies)
Week 5 (30 August to 5 September) Unit 5: Designing Learning Activities and Resources
Week 6 (6 to 12 September) Unit 6: Designing an interactive Lesson
Week 7 (13 to 19 September) Unit 7: Facilitating Training Deadline for Project submission: Training Development Plan, Part 3 (Learning Activities and Assessment)
Week 8 (20 to 26 September) Unit 8: Blending Learning
Week 9 (27 September to 3 October) Participation in the CALMet XIV Online Conference
Week 10 (4 to 8 October) Unit 9: Final review of course and reflections on conference participation Deadline for Project submission: Final Training Development Plan, Part 4 (Storyboard of a Blended Course, Learning Resources and Tools)

Learning Outcomes

For online, blended, or classroom-based courses in their context areas of responsibility and for their client communities, participants will be able to:

1. Apply a systems approach to analysing the context of learning and the training development process.
2. Use a systematic process to develop training programmes and sessions.
3. Specify or adapt competencies to be developed and/or learning outcomes to be achieved via training.
4. Determine learning solutions based on intended learning outcomes and project constraints and opportunities.
5. Plan and conduct learning assessments.
6. Design learning experiences for active engagement.
7. Create learning activities based on the learning outcomes.
8. Use online or classroom learning tools and techniques to implement learning activities.
9. Design learning resources, including presentations, content resources, activity guides, and online interfaces, for learning and engagement.
10. Determine the roles of trainers and learners in the learning experience.
11. Use existing online resources to address learning needs.
12. Identify resources available for training needs.
13. Lead classroom or online learning activities.
14. Provide facilitation, tutoring, debriefing and coaching to support students.
15. Conduct effective asynchronous learning.
16. Deliver training to large learner audiences, using multiple forms of delivery.

General Outcomes

1. Practice and encourage good online learning habits (scheduling, pacing, online communications, self-direction, sharing of content, etc.).
 2. Develop a comprehensive and convincing Training Development Plan to promote and guide a training project.
 3. Collaborate and establish new connections with regional and extra-regional colleagues.
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Course Activities and Certificates

General activities required of all participants

1. Viewing all required instructional resources
2. Contributing to the course online discussion forums
3. Contributing to all learning activities

Digital Badges are granted for completion of each one week unit of the course. To receive Certificates of Completion, participants will be assessed on their contributions to a variety of activities and completion of several projects. The coursework is designed to fit the scope of the eight hours per week expected for participation.

During the course, the participants will undertake a project to develop a Training Development Plan for an upcoming course for which they are responsible. This Training Development Plan will be a focus throughout the course, allowing participants to apply the training development process they are learning. Trainers will be assessed on the quality of their completed Training Development Plan as well as completion of the units of the course, and those who are successful will receive a Certificate of Completion and a transcript identifying the competencies developed during the course.

It is strongly suggested that all participants discuss their Training Development Plan projects with their managers before attending the course. This will ensure that the coursework is relevant to their workplace and that there is an organizational commitment of support developing their skills further on the job.

WMO Online Course for Spanish Speaking Trainers

2 August to 8 October 2021

Participant Nomination Form

Ref.: 12446/2021-15 MS/ETR

Section A: Personal Details

1. Country : _____
2. Title: Mr/Ms/Miss/Dr/Prof/ : _____
3. First Name (Given) : _____
4. FAMILY NAME (SURNAME) : _____
5. Email : _____
6. Telephone No. : _____
7. Fax No. : _____
8. Official Address : _____

9. Date of Birth : _____
10. Nationality : _____
11. Gender : ☐ Female ☐ Male

Section B: Qualifications

12. Qualifications (Certificates, diplomas, degrees, etc.):

13. Please indicate your Spanish language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

14. What other WMO courses have you attended in the last 5 years?

Section C: Training Background

15. I work in:
- ☐ National Meteorological and/or Hydrological Service (NMHS)
 - ☐ WMO Regional Training Centre (RTC)
 - ☐ NMHS Training Centre
 - ☐ University
 - ☐ Other (Please specify) :

16. What is your job title?: _____

17. How long have you been in this position?: _____

18. I train:
- ☐ Meteorologists
 - ☐ Hydrologists
 - ☐ Technicians (Observer)
 - ☐ Technicians (Other)
 - ☐ General staff
 - ☐ University or school students
 - ☐ I manage training
 - ☐ I do not train

19. The training level of my students is: ☐ Beginner ☐ Advanced

20. Last year I worked as a trainer: ☐ Full-time
☐ Half-time
☐ A few days
☐ No days
21. Training at my institution includes: ☐ Formal courses
☐ Short seminars or Webinars
☐ Coaching
☐ Mentoring
☐ Other (Please specify): _____
22. I have been involved in training for: ☐ Less than 1 year
☐ 1 to 3 years
☐ More than 3 years
23. My main expertise in training comes from: ☐ Self-directed learning
☐ On-the-job training by a colleague
☐ A short train-the-trainer course (1 to 10 days)
☐ A formal course or degree programme

Section D: Rationale for Nominating

24. What are the key education and training issues in your NMHS or institution?

25. Provide a brief description of the present training activities of your training centre:

26. Why do you want to attend this course? Be specific about how it will help you in your work?

27. Provide a statement on how you anticipate using the knowledge and skills from this course in your work:

Section E: Endorsement of Permanent Representative

28. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

29. Will the participant be granted the required eight hours per week release time to complete the learning activities of the course?

- ☐ Yes, based on agreement with direct supervisor
- ☐ Yes, based on agreement with NMHS director
- ☐ No, formal agreement is still being sought

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned as soon as possible and in any case to reach WMO **not later than 30 June 2021** to:

Secretary-General
World Meteorological Organization
Case postale No. 2300,
CH-1211 Geneva 2
SWITZERLAND

Fax No: +41 22 730 80 41 or +41 22 730 81 81

Email: tra@wmo.int
