



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/SEM-215

GENEVA, 13 July 2015

Annexes: 3 (available in English only)

Subject: Training Development Workshop for Regional Training Institutions in WMO Regional Association VI (RA VI), 2 to 6 November 2015 (Warsaw, Poland)

Action required: Participant nomination forms to be received by the WMO Secretariat before **2 September 2015**

Dear Sir/Madam,

This letter is being sent to invite nominations for participants to the Training Development Workshop for Regional Training Institutions in WMO RA VI, in November of this year. The letter describes this advanced workshop and the appropriate candidates for nomination, which include those who completed the WMO Online Course for Trainers conducted earlier this year (see Annex 2).

You will recall that the Sixteenth Congress recognized the importance of training of trainers from WMO Regional Training Centers (RTCs) and national training institutions and decided that training seminars and courses for them should be continued. The Executive Council, at its sixty-third session, agreed that a regional training seminar for national trainers of Regional Association VI should be held during 2015.

The Executive Council and Congress have also encouraged the use of online learning to allow more participation by Members in training events such as these. For this reason, from 16 February to 31 May of this year, the 2015 WMO/Eumetcal Course for Trainers was offered. Following the successful completion of that course, WMO will again collaborate with Eumetcal to offer an advanced training event – the Training Development Workshop for Regional Training Institutions in WMO RA VI.

The workshop is being offered primarily to training staff members of RTCs, VLab Centers of Excellence, NMHSs, and other meteorological services who completed the WMO Online Course for Trainers conducted earlier this year, but could include some participants from these institutions working in partnership with those that completed the course.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6857)

cc: President of RA VI (for information)

The goal of this workshop is to help national and regional meteorological and hydrological trainers by developing their practical skills for planning, developing, delivering, and evaluating classroom and online learning. Ideally, when two staff members from a participating institution are attending, they will collaborate in the development of their projects to increase the institutional benefit.

There are several conditions for acceptance into the workshop:

1. Participants must have successfully completed the Online Course for Trainers or work with an institutional colleague who completed the seminar (see Annex 2);
2. Prior to the workshop, participants will use processes taught in the Online Course for Trainers to create or refine a Training Development Plan to be used as the basis for a workshop project. (This may require a review of seminar resources prior to the workshop.);
3. A Plan of the Work intended to be accomplished during the workshop, referencing the Training Development Plan, must also be completed;
4. After the workshop, participants will deliver the training designed and/or developed during the workshop in their areas of responsibility. In other words, participation also requires an institutional commitment;
5. Participants will submit a short report to WMO and Eumetcal following the delivery of the training they planned and developed during the workshop. This report will provide a description of the training, including most notable successes and lessons learned, and highlight the evaluation results as reported by participants or users.

The workshop length will be 5 days, from 2-6 November 2015. The focus will be to use the Training Development Plan that was begun in the Online Seminar (or a new one created prior to the workshop) to develop more detailed implementation plans, learning activities, and resources to support the training (see Annex 1). The workshop will be conducted in English.

As described in condition #2 above, prior to the workshop, participants should spend some time refining their plans and goals for a development effort of a scope appropriate for the one-week workshop. The course organizers will work with each participant prior to the workshop to ensure that the Training Development Plan and Plan of Work are appropriate.

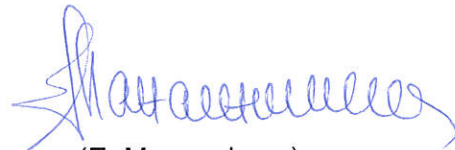
Depending on the project, the design and development work that occurs during the workshop might include adapting existing resources for local use, creating learning activities such as case studies or simulations, developing study guides, readings, or presentations, creating a course website, or another product required to support the training. Participants are encouraged to work collaboratively on their projects with participants from other institutions producing similar training. Colleagues coming from the same institution will be encouraged to work on the same project to help with completion of the effort.

Follow-on coaching for the final course development and delivery will be offered as needed and as time allows. However, in most cases participants should plan to work in small groups or act independently to deliver their training and work within the technical capabilities of their institutions. If required, and within reasonable storage limitations, WMO can host Moodle course websites that can be used for the initial offerings of the training. However, participants will take responsibility for developing and managing these sites as the course instructors.

The Nomination Form for participants is attached (Annex 3). When completing the nomination form, you are requested to provide information on how the participation of your candidate will benefit your service. 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 reach the WMO Secretariat as soon as possible and in any case not later than **2 September 2015**.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized flourish at the end.

(E. Manaenkova)
for the Secretary-General

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ETR/SEM-215, ANNEX 1

COURSE DEVELOPMENT WORKSHOP FOR REGIONAL TRAINING INSTITUTIONS IN WMO RA VI

2-6 November 2015
Warsaw, Poland

PRELIMINARY WORKSHOP PROGRAMME AND LEARNING OUTCOMES

The majority of workshop time will be devoted to project work with guidance by the facilitators and feedback by fellow participants. Each project will have one or more primary facilitators assigned, but additional facilitators will also consult.

In addition, each day at least one training topic will be explored through presentation, demonstration, and discussion. Additional topics might be raised for treatment during the week by participants and facilitators.

Pre-Workshop	Completion or refinement of a Training Development Plan and goals for the workshop
Day 1	Participant introductions and brief introductions to the projects Summary of the Training Development Plans (key ideas, most significant challenges, topics requiring deeper exploration) Reviewing project goals for the week Begin individual or team project work <i>Topic 1: Learning Action Maps revisited</i>
Day 2	Continue individual or team project work <i>Topic 2: Course structure and sequence: Traditions and alternatives</i>
Day 3	Continue individual or team project work <i>Topic 3: Case-based learning and simulations</i> <i>Topic 4: Reusing online resources</i>
Day 4	Continue individual or team project work <i>Topic 5: Online and classroom facilitation</i>
Day 5	Continue individual or team project work Report on project work outcomes

After the workshop, participants will be expected to implement their projects. All participants should discuss their Training Development Plans with their managers before attending the workshop to ensure that there is institutional commitment for the project.

LEARNING OUTCOMES

Building upon planning and design decisions made prior to the workshop, for an online, classroom, or blended learning course in an area of need for their national service or client community, participants will:

1. Finalize a Training Development Plan showing analysis of each element of the training/learning system, and attention to each phase of the training process.
 2. Refine the learning outcome statements to ensure that they guide and focus the training development and assessment activities.
 3. Design learning experiences for active engagement.
 - (a) Design experiential learning activities;
 - (b) Develop plans for using learning tools and techniques to meet learning objectives;
 - (c) Structure and sequence training that facilitates understanding, knowledge, and skills development;
 - (d) Design learning resources required for the training.
 4. Use existing or develop new resources to address learning needs.
 - (a) Develop learning supports for all resources used;
 - (b) Develop learning activities to accompany the resources;
 - (c) Create localized adaptations or extensions to online resources, including local or regional case studies.
 5. Develop a learning assessment for the training.
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ETR/SEM-215, ANNEX 2

Participants from RA VI who successfully completed the WMO Online Course for Trainers, 2015 (Trainer Track, or including the Training Development Plan)

Krunoslav PREMEC	Croatia
Ladislav COSO	Croatia
Natasa STRELEC MAHOVIC	Croatia
Björn Sævar EINARSSON	Iceland
Andrea ANTONINI	Italy
Claudia FACCANI	Italy
Francesco SABATINI	Italy
Gian Luca TISSELLI	Italy
Giovanni PAESANO	Italy
Isabella Francesca RIVA	Italy
Marco PIERSANTI	Italy
Maurizio BACCI	Italy
Ramona MAGNO	Italy
Zanita AVOTNIECE	Latvia
Grzegorz BOJANEK	Poland
Witold WIAZEWSKI	Poland
Paul BUGEAC	Romania
Alexandra ERSHOVA	Russian Federation
Larissa TIMOFEYEVA	Russian Federation
Valentina GORBATENKO	Russian Federation
Tamara GNJIDIC VUKSA	Serbia
Paulina HELLGREN	Sweden

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ETR/SEM-215, ANNEX 3

**TRAINING DEVELOPMENT WORKSHOP FOR REGIONAL TRAINING INSTITUTIONS
IN WMO RA VI
2 to 6 November 2015**

Participant Nomination Form

Section A: Personal Details

1. Country : _____
2. Title : Mr/Ms/Miss/Dr/Prof/ : _____
3. First Name (Given) : _____
4. Family Name (Surname) : _____
5. E-mail : _____
6. Telephone No. : _____
7. Fax No. : _____
8. Official Address : _____
- _____
- _____

9. Date of Birth : _____
10. Nationality : _____

Gender ☐ Female ☐ Male

Section B: Qualification

11. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

Section C: Training Background

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

13. What is your job title? : _____

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

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

Section D: Rationale for Nominating

16. Did you successfully complete the WMO Online Course for Trainers this year?

- ☐ Yes ☐ No (complete item 18)

17. Do you commit to creating a Training Development Plan prior to the workshop and work with the course organizers to ensure that it is appropriate to guide your project work during the workshop?

- ☐ Yes ☐ No

Section E: Endorsement of Permanent Representative

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

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 2 September 2015** to:

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