



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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Our ref.: ETR/SEM-114

GENEVA, 7 January 2014

Annexes: 3 (available in English only)

Subject: WMO Online Training Seminar for National Trainers of RA I, 17 March to 16 May 2014 (Online Learning Event)

Action required: Participant nomination forms to be received by the WMO Secretariat before **7 February 2014**

Dear Sir/Madam,

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 I should be held during 2014-2015. 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.

I have pleasure in informing you that, in order to expand participation in WMO trainer learning opportunities and to extend the scope of such training into skills for online learning delivery, an online Training Seminar for RA I will be offered over 8 weeks, from 17 March to 16 May 2014. This seminar will be conducted jointly with EUMETSAT and the WMO/CGMS Virtual Laboratory for Education and Training in Satellite Meteorology.

The goal of this seminar is to help national and regional meteorological and hydrological trainers by developing their knowledge and skills in planning, developing, delivering, assessing, and evaluating learning activities. After participating in this online seminar, participants will have developed enhanced skills for planning and offering online, blended, or classroom-based courses in their content areas of responsibility for their client communities. During the seminar (see Annex I) participants will work on activities and projects relevant to their current training responsibilities, planning a new course or revising an existing course, or developing another training intervention for upcoming delivery. Participants will work independently or in small groups on these activities and projects. We encourage up to two (2) nominations from each participating organization to increase the potential for small group work. Up to fifty (50) participants who are currently working as trainers of operational meteorological and/or hydrological personnel will be selected to participate in the seminar.

To: Permanent Representatives of Members of Regional Association I (AFR-777)


cc: President of RA I)
Directors of WMO Regional Training Centres in RA I) (for information)
UNDP Resident Representatives in RA I)

All participants will be expected to **dedicate a minimum of 6 hours each week** during the eight week course to enable completion of learning and project tasks. This level of effort is approximately equal to the time they would dedicate to an 8-day classroom course, but spread over eight weeks. It is **critical to the success** of this seminar that this time be 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 and expected to undertake some pre-seminar work. The workshop itself will take place over eight weeks, and be conducted in English and French.

A nomination form for participants is attached (see 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 seminar and that you have agreed to provide the time to complete seminar. 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 7 February 2014**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jarraud', is written over a large, light-colored diagonal line that spans across the signature area.

(M. Jarraud)
Secretary-General

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ETR/SEM-114, ANNEX I

WMO ONLINE TRAINING SEMINAR FOR NATIONAL AND REGIONAL TRAINERS OF RA I 17 MARCH TO 16 MAY 2014

Preliminary Seminar Programme and Learning Outcomes

Pre-Course

Personal Profiles
Course Processes
Pre-course skills assessment

Week 1

Introduction to the Course

Week 2

The Training Process
Learning Needs & Outcomes

Week 3

Learning Needs & Outcomes (continued)
Learning Solutions

Week 4

Learning Activities

Week 5

Learning Activities (continued)
Learning Resources & Tools

Week 6

Learning Resources & Tools (continued)

Week 7

Training Delivery & Management

Week 8

Assessment of Individuals
Evaluation of Training

Post Course

Application of Learning
Project Implementation

Learning Outcomes

For an online, blended, or classroom-based course in their content areas of responsibility for their client communities, participants will be able to:

1. Apply a systems approach to analyzing the context of learning and the training development process:
 - Use a systematic process to develop their training programmes and sessions.
 2. Identify and prioritize the learning needs of staff members in their Services:
 - Analyze learning needs;
 - Specify training needs based on learning needs, organization priorities, constraints and resources;
 - Specify or adapt competencies and set learning outcomes.
 3. Determine learning solutions based on learning objectives, project constraints and opportunities, including the roles for trainers and students.
 4. Design learning experiences for active engagement:
 - Choose or design teaching/learning activities based on learning objectives;
 - Use online or classroom learning tools and techniques to implement learning activities;
 - Design learning resources, including presentations, content resources, activity guides, and online interfaces, for understanding and engagement.
 5. Use existing online resources to address learning needs:
 - Identify resources available for training needs;
 - Develop learning supports for online resources, or identify potential activities incorporating them.
 6. Lead classroom or online learning activities.
 7. Provide facilitation, tutoring, debriefing and coaching to support students.
 8. Plan and conduct learning assessments.
 9. Plan and conduct a course evaluation.
 10. Practice and teach others good online learning habits (scheduling, pacing, online communications, self-direction, etc.).
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ETR/SEM-114, ANNEX II

SEMINAR PROJECTS

During the seminar, participants will undertake a core project to develop a course development plan for an upcoming course for which they are at least partly responsible. This course development plan will be the focus throughout the course allowing participants to apply what they are learning about the training development process. In addition, there will be other learning activities. Participants will be assessed on completion of each activity, and a Certificate of Completion for All Course Requirements will be issued only to those submitting completed products.

Examples of activities and products that will be assessed might include:

- Completing a training skills assessment based on WMO training competencies;
- Analyzing organizational training development and delivery processes;
- Identifying competencies and learning outcomes for the course development plan;
- Creating a learning activities map for the course development plan;
- Design a learning interaction based on case study data;
- Design or adapt a learning presentation or activity and associated resources;
- Facilitate an online learning activity;
- Create a student assessment plan;
- Create a course evaluation plan and associated forms.

Additional tasks that all participants will be expected to take active part in:

1. Reading all required instructional resources;
2. Contributing to the seminar online discussion forums;
3. Contributing to other learning activities;
4. Developing an Action Plan detailing how they will apply and share what they've learned.

We strongly suggest that all participants discuss the course development plan projects with their managers before attending the seminar. This will ensure that the seminar work is useful in the workplace and that there is an organizational commitment of support to continue developing skills on the job.

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ETR/SEM-114, ANNEX III

WMO ONLINE TRAINING SEMINAR FOR NATIONAL AND REGIONAL TRAINERS OF RA I
17 MARCH TO 16 MAY 2014

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 : _____
11. Gender : ☐ Female ☐ Male

Section B: Qualification

12. Qualification (Certificates, diplomas, degrees, etc.):
- _____
- _____
- _____
- _____

13. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

Please indicate your French 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 Center (RTC)
- ☐ NMHS Training Center
- ☐ 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. Training level is:

- ☐ Initial
- ☐ Advanced

20. Last year I worked as a trainer:

- ☐ Full-time
- ☐ Half-time
- ☐ A few days
- ☐ No days

21. My main training consists of:

- ☐ Formal courses
- ☐ Coaching
- ☐ Mentoring
- ☐ Management
- ☐ Other (Please specify): _____

22. I have worked as a trainer for:
- ☐ Less than 1 year
 - ☐ 1 to 3 years
 - ☐ More than 3 years
23. My main expertise as a trainer comes from:
- ☐ Self-directed learning
 - ☐ On-the-job training by a colleague
 - ☐ A short train-the-trainer course (1 to 10 days)
 - ☐ Formal teacher or training course

Section D: Rationale for Nominating

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

25. Brief description of present training activities of your training center:

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

27. Statement by candidate on how they anticipate using the knowledge and skills from this seminar in their work after the seminar:

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 6 hours per week release time to complete the learning activities of the seminar?

- ☐ 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 7 February 2014** to:

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