



Our ref.: ETR/SEM-117

GENEVA, 6 January 2017

Annexes: 3 (available in English only)

Subject: WMO Online Course for Trainers of RAs II and V, 20 March to 16 June 2017  
(Online Learning Event)

Action required: Completed participant Nomination Forms (Annex 3) to be received by the  
WMO Secretariat before **17 February 2017**

Dear Sir/Madam,

You will recall that the Seventeenth World Meteorological Congress (Cg-17) recognized the importance of training of trainers from WMO Regional Training Centers (RTCs) and national training institutions. Cg-17 therefore decided that training seminars and courses for trainers should be continued in the 2016-2019 financial period. The Executive Council and Congress have also encouraged the use of online learning to allow increased participation by Members in training events such as these.

I have pleasure in informing you that an online training course for RA II and RA V trainers will be offered during the first half of 2017. This year the course will be offered in English. The online course will allow for an increased number of participants and more complete treatment of the full WMO Competency Requirements for Education and Training Providers. The 9-week course will be offered over 13 weeks, in three modules with two 2-week breaks, from 20 March to 16 June 2017. Please see Annex 1 for attendance options.

The goal of this online course is to increase knowledge and skills of WMO Members training professionals in planning, developing, delivering, assessing, and evaluating learning activities. 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 WMO Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services, as approved by EC-65, and as described in the 2016 revision to *WMO Technical Regulations* (WMO-No. 49), Volume 1.

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 1) participants will work on activities and projects relevant to their current responsibilities, such as establishing training development processes, planning a new course or revising an existing course, conducting a needs assessment, developing an evaluation and assessment plan, or developing an informal learning solution 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 2).

To: Permanent Representatives of Members of Regional Association II (ASE-652)  
Permanent Representatives of Members of Regional Association V (PSW-455)

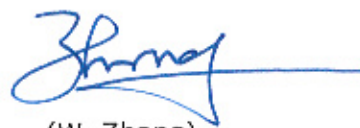
cc: Hydrological Advisers to Permanent Representatives

A Nomination Form for participants in this Online Course 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, how your candidate will utilize the skills and knowledge upon completion of the course and that you have agreed to provide the time for the candidate 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 reach the WMO Secretariat as soon as possible and in any case **not later than 17 February 2017**.

I thank you for the ongoing support of WMO and its Members.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Zhang', with a long horizontal line extending to the right.

(W. Zhang)  
for the Secretary-General

## WMO ONLINE COURSE FOR TRAINERS OF RA II AND RA V

20 March to 16 June 2016

### Preliminary Course Programme and Learning Outcomes

Three different participant audiences will benefit from this online event:

- Trainers: Full-time trainers and training developers who dedicate substantial time to training duties (it will be possible to accept up to 30 Trainers in the course);
- Part-time trainers: Subject matter experts who contribute to classroom or online courses periodically (it will be possible to accept up to 25 Part-time trainers in both courses);
- Training Managers: Those who manage or direct training functions or institutions (with some exceptions described below, Training Managers should apply as “Trainers”, subject to the participant limits stated above).

The course will be divided into three modules. Those in the category of Trainers should complete all three modules. Part-time trainers would need to complete only Module 2.

- Module 1: Learning Needs and Outcomes and the Training Process (for Trainers and Training managers): 20 March to 9 April 2017;
- Module 2: Learning Solutions, Learning Assessment, and Training Evaluation (for Trainers and Training Managers): 24 April to 14 May 2017;
- Module 3: Learning Activities, Resources, and Facilitation (for Trainers and Part-time Trainers): 29 May to 18 June 2017.

The full 9-week course will address the needs of full-time trainers and training managers. Module 3 will address many needs of part-time trainers. Note that for those in management positions who cannot commit to the full 9-week course, completing only Modules 1 and 2 is an option. However, spaces will be limited. Special consultation is requested.

On the Nomination Form, please note how you intend to participate—as Trainer, Part-time Trainer or Training Manager.

To ensure effective facilitation and depending on the number of nominations received, a limit of two (2) nominations in each audience category from a Member country will be imposed. Additional participants from outside the Regions may also be invited if spaces are available.

Some additional activities may be offered as live online sessions, and may be open for participation by a wider audience.

All participants will be expected to **dedicate a minimum of 6-8 hours each week** during the course to enable completion of learning and project tasks on a timely basis. The total level of effort for Trainers is approximately equal to the time they would dedicate to a 9-day classroom course, but spread over 13 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 and also expected to be engaged in some pre-course preparatory activities.

<b>Pre-Course (10 to 20 March)</b> Personal profiles, Course processes, Ice-breaker activities
<b>Module 1 (Trainers and Managers) 20 March to 9 April</b>
<b>Week 1</b> The Training Process, Competencies for Training Providers, Project Initiation
<b>Week 2</b> Learning Needs
<b>Week 3</b> Learning Outcomes
<b>Module 2 (Trainers and Manager) 24 April to 14 May</b>
<b>Week 4</b> Learning Solutions
<b>Week 5</b> Learning Assessment
<b>Week 6</b> Training Evaluation
<b>Module 3 (Trainers and Part-time Trainers) 29 May to 16 June</b>
<b>Week 7</b> Learning Activities
<b>Week 8</b> Learning Resources
<b>Week 9</b> Facilitating Training Activities

## Learning Outcomes

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

Modules 1 and 2:

1. Apply a systems approach to analyzing the context of learning and the training development process:

- Use a systematic process to develop training programs and sessions.
- 2. Identify and prioritize the learning needs of staff members in their services or Region:
  - Analyse learning needs;
  - Specify training needs based on learning needs, organizational priorities, constraints and resources.
- 3. Specify or adapt competencies and set the learning outcomes.
- 4. Determine learning solutions based on intended learning outcomes and project constraints and opportunities.
- 5. Plan and conduct learning assessments.
- 6. Plan and conduct a course evaluation.

Module 3:

- 7. Design learning experiences for active engagement:
  - Create learning activities based on the learning outcomes;
  - Use online or classroom learning tools and techniques to implement learning activities;
  - Design learning resources;
  - Determine the roles of trainers and learners in the learning experience.
- 8. Use existing online resources to address learning needs:
  - Identify resources available for training needs;
  - Incorporate existing resources by developing learning supports and accompanying activities.
- 9. Lead classroom or online learning activities.
- 10. Provide facilitation, tutoring, debriefing and coaching to support students.
- 11. Conduct effective asynchronous learning.

General:

- 12. Practice and encourage good online learning habits (scheduling, pacing, online communications, self-direction, etc.).
  - 13. Develop a comprehensive and convincing Training Development Plan to promote and guide a training project.
-



## **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. Certificates of Completion are granted for both Trainers and Part-time Trainer tracks. 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 4-6 hours per week expected for participation. Examples of activities and projects that may be assessed include:

### **Modules 1 and 2:**

- Completing a training skills assessment based on WMO training competencies.
- Analysing organizational training development and delivery processes.
- Identifying competencies, job tasks, learning needs, and learning outcomes.
- Create a Think-Do-Feel table to help specify desired learning outcomes.
- Choose learning solutions based on training criteria and constraints.
- Create a student assessment plan.
- Create a course evaluation plan and associated forms.

### **Module 3:**

- Creating a learning activities map.
- Design a classroom and online learning activity.
- Design or redesign a learning presentation and online or print resources.
- Determine solutions to common training facilitation challenges.
- Adapt an online learning resource for use in a classroom or online course.

### **Course Conclusion:**

- Organize a training event for online and classroom delivery.
- Completion of a Training Development Plan.

During the course, those participating as Trainers 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.

We strongly suggest 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 to further developing their skills on the job.

---





**WMO ONLINE COURSE FOR TRAINERS OF RA II AND RA V****20 March to 16 June 2016****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					

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. The training level of my students is: ☐ Initial ☐ 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. I am intending to participate as a: ☐ Trainer (Modules 1, 2, and 3: 9 weeks)  
☐ Part-time trainer (Module 3: 3 weeks)  
☐ Training manager (Module 1, 2: 6 weeks)\*  
\*Requires consultation

25. If you are intending to participate as a Trainer, do you intend to apply to attend the Training Development Workshop later in 2016? ☐ Yes ☐ No

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

---

---

---

27. Provide a brief description of the present training activities of your training center:

---

---

---

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

---

---

---

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

---

---

---

---

***Section E: Endorsement of Permanent Representative***

---

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

---

---

---

31. Will the participant be granted the required 6-8 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 17 February 2016** 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  
E-mail: [tra@wmo.int](mailto:tra@wmo.int)

\_\_\_\_\_