



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/SEM-116

GENEVA, 8 January 2016

Annexes: 3 (available in English only)

Subject: WMO Online Course for Trainers of RA III and RA IV, 29 March to 26 June 2016
(Online Learning Event)

Action required: Completed participant nomination forms (Annex 3) to be received by the WMO Secretariat before **19 February 2016**

Dear Sir/Madam,

I have pleasure in informing you that an online training course for RA III and RA IV trainers will be offered during the first half of 2016, with a follow-on residence workshop in late 2016. The online course will be offered in Spanish and English and consist of two modules. Both instances of the online course will be offered over a 12 week period from 29 March to 26 June 2016. See details below for participation options.

The goal of this online course is to increase knowledge and skills of WMO Member 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 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 the *WMO Technical Regulations* (WMO-No. 49), Volume 1.

The WMO Online Course for Trainers is designed to be practical and highly interactive. It will include short readings and many opportunities for interaction with facilitators and fellow participants. During the course (see 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 course activities (see Annex 2).

To: Permanent Representatives of Members of Regional Association III (AMS-498)
Permanent Representatives of Members of Regional Association IV (AMN-566)

cc: Presidents of Regional Associations III and IV)
Directors of WMO Regional Training Centres in RA III and RA IV) (for information)

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 Spanish-language course, and 20 Trainers in the English-language course);
- Part-time Trainers: Subject matter experts who contribute to classroom or online courses on a part-time basis (it will be possible to accept up to 30 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).

On the nomination form, please note how you intend your nominee(s) to participate: Trainer, Part-time Trainer or Training Manager.

A limit of two (2) nominations in each audience category from a Member country or a single organization may be imposed. Some activities in Module 2 may be opened for participation by a wider audience.

All participants will be expected to **dedicate a minimum of 4-6 hours each week** during the 12-week course to enable completion of learning and project tasks. For this reason, all nominations will require acknowledgement of the time requirement. Participants will be enrolled in the WMO Education and Training Programme e-Learning website and also expected to undertake some pre-course preparatory work.

In the final months of 2016, a residence Training Development Workshop is planned as a follow-up to this online course. The workshop will be designed to provide an environment for hands-on project work begun during the online course. The nomination form for the online course seeks expressions of interest from nominees who also wish to attend the residence workshop. Attendance in this follow-on workshop will be limited to 25 participants, and will require:

- Successful completion of the full online course as a Trainer or Training Manager, including the completion of a Training Development Plan for a project required by their services;
- Submission of an updated Training Development Plan for an online or blended training activity to be conducted in 2017, endorsed by the Permanent Representative or international organization requesting the training;
- Submitting detailed plans for the workshop indicating the specific work they intend to accomplish, and indicating the topic area and audience.

In addition to these specific requirements, geographic diversity, projects that involve training development and delivery for international audiences by multiple institutions (consistent with the WMO Global Campus feasibility study), availability of support and other factors will be considered. Acceptance in the online course is not a guarantee of acceptance for the Training Development Workshop. Nominations for the workshop will be sought later in 2016.

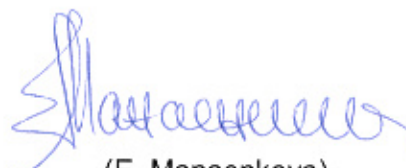
A nomination form for participants in the online course is attached (see Annex 3). When completing the nomination form, you are requested to describe how the participation of your candidate will benefit your Service, how your candidate will utilize the skills and knowledge upon completion of the course and that you have agreed to provide the time required 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 19 February 2016**.

I thank you for your ongoing support to WMO and its Members.

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

WORLD METEOROLOGICAL ORGANIZATION

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ETR/SEM-116, ANNEX 1

WMO Online Course for Trainers of RA III and RA IV 29 March to 26 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 Spanish-language course, and 20 Trainers in the English-language course);
- Part-time Trainers: Subject matter experts who contribute to classroom or online courses on a part-time basis (it will be possible to accept up to 30 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).

On the nomination form, please note how you intend your nominee(s) to participate: Trainer, Part-time Trainer or Training Manager.

The online course will be divided into two modules. Those in the category of Trainers should complete both Module 1 and Module 2. Part-time Trainers would need to complete only Module 2.

- Module 1: Training Systems and Management (for Trainers and Training Managers): 29 March to 8 May 2016;
- Module 2: Learning Activities and Resources (for Trainers and Part-time Trainers): 16 May to 19 June 2016;
- Concluding Week: Organizing Training Events (for Trainers only): 20-26 June 2016.

The full 12-week course will address the needs of full-time Trainers and Training Managers. Module 2, a 5-week segment, will address many of the needs of Part-time Trainers. (Note that for those in management positions who cannot commit to the full 12-week course, completing only Module 1 is also an option. However, spaces will be limited. Special consultation is requested.)

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 or a single organization may be imposed. Additional participants from outside the Regions may also be invited to encourage interregional sharing and cooperation, if spaces are available. Some activities in Module 2 may be opened for participation by a wider audience.

All participants will be expected to **dedicate a minimum of 4-6 hours each week** during the 12-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 9-day classroom course, but spread over 12 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 undertake some pre-course preparatory work.

Pre-Course (14 to 28 March) Personal profiles, Course processes, Ice-breaker activities	
Module 1 (Trainers and Managers) 29 March to 8 May	Module 2 (Trainers and Part-time Trainers) 9 May to 12 June
Week 1 The Training Process, Competencies for Training Providers, Project Initiation	Week 7 Learning Activities
Week 2 Learning Needs	Week 8 Designing Learning Activities
Week 3 Learning Outcomes	Week 9 Finding Learning Resources
Week 4 Learning Solutions	Week 10 Designing Learning Resources
Week 5 Learning Assessment	Week 11 Facilitating Training Activities
Week 6 Training Evaluation	Course Conclusion (Trainers only) 13-19 June
	Week 12 Organizing Training, Project Completion

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:

Module 1

1. Apply a systems approach to analyzing the context of learning and the training development process:
 - Use a systematic process to develop training programmes and sessions.
2. Identify and prioritize the learning needs of staff members in their Services or Region:
 - Analyze 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 2

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, including presentations, content resources, activity guides, and online interfaces, for learning and engagement;
 - 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.
12. Deliver training to large learner audiences, using multiple forms of delivery.
13. Choose, prepare, and support Part-time Trainers.

General

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

Module 1

- Completing a training skills assessment based on WMO training competencies
- Analyzing 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 2

- 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 the course project

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 course work is relevant to their work place and that there is an organizational commitment of support developing their skills further on the job.

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ETR/SEM-116, ANNEX 3

WMO Online Course for Trainers of RA III and RA IV 29 March to 26 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. Qualifications (Certificates, diplomas, degrees, etc.):

13. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

14. Please indicate your Spanish language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

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

Section C: Training Background

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

17. What is your job title? : _____

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

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

20. The training level of my students is: ☐ Initial ☐ Advanced

21. Last year I worked as a trainer:

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

22. Training at my institution includes:

- ☐ Formal courses
- ☐ Short seminars or Webinars
- ☐ Coaching
- ☐ Mentoring
- ☐ Other (Please specify): _____

23. I have been involved in training for:
- ☐ Less than 1 year
 - ☐ 1 to 3 years
 - ☐ More than 3 years
24. 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

25. I am intending to participate as a:
- ☐ Trainer (Modules 1 & 2: 12 weeks)
 - ☐ Part-time trainer (Module 2: 5 weeks)
 - ☐ Training manager (Module 1: 6 weeks)*
- *Requires consultation
26. 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
27. What are the key education and training issues in your NMHS or institution?

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

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

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

Section E: Endorsement of Permanent Representative

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

32. Will the participant be granted the required 4-6 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 19 February 2016** to:

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