



Our ref.: 00569/2019/ETR/SEM-119

24 January 2019

Annexes: 3 (available in English only)

Subject: 2019 WMO/Eumetcal Advanced Online Course for Trainers of RA VI:
Blended Learning, 29 April to 31 May 2019 (Online Learning Event)

Action required: Completed participant nomination forms (Annex-III) to be received by the
WMO Secretariat before **22 February 2019**

Dear Sir/Madam,

I have pleasure in informing you that an advanced online training course for RA VI trainers will be offered during the first half of 2019. The course will be offered in English and will focus on the use of blended learning modalities. The online format will allow an increased number of participants. The course will be offered over 5 weeks, from 29 April to 31 May 2019, but will include a mandatory pre-course preparatory period from 25 March to 26 April 2019.

This year, the course is being co-sponsored by the Eumetcal Programme and the WMO/CGMS Virtual Laboratory (VLab).

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 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, Basic Documents No. 2, Volume 1* (WMO-No. 49).

The WMO Online Course for Trainers is designed to be practical and highly interactive. 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 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 II).

Both trainers and managers responsible for planning, designing and decision-making regarding training will benefit from this online event. Up to 40 participants proficient in English can be accommodated.

To: Permanent Representatives of Members of Regional Associations VI

cc: President of RA VI
Directors of WMO Regional Training Centres
WMO/VLab Management Group

The course will include a pre-course phase which allows time to develop prerequisite knowledge and skills, as well as to develop the preliminary portions of a Training Development Plan (TDP). Coaches will work with the participants during the pre-course to help ensure as many as possible complete this prerequisite. Supporting resources will help guide completion for those that need additional background.

- Pre-Course Phase: 25 March- 26 April, 2019
- Primary Course: 29 April to 31 May, 2019
- Conclusion: A brief period of one week will be available to those who need extra time to complete their final Training Development Plan

To ensure effective facilitation and depending on the number of nominations received, a limit of two (2) nominations from a WMO Member country or a single organization may be imposed. Additional participants will be invited from WMO RTCs and from WMO/CGMS VLab Centers of Excellence.

All participants will be expected to **dedicate a minimum of 8 hours each week** during the 5-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 5-day classroom course, but spread over 5 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 the pre-course preparatory work. The 4-week pre-course period may require a total effort of as little as 6 hours effort, for those who have previously taken a WMO Online Course for Trainers, to as much as 24 hours effort, for those who have not taken the previous course. During this pre-course period, prospective participants will be asked to complete the initial portions of a Training Development Plan that will be used as a basis for the primary course project.

Completion of the WMO 2019 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 for a project required by their services.

A nomination form for participants in the Online Course is attached (Annex III). When completing the nomination form, you are kindly 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 reach the WMO Secretariat as soon as possible and **not later than 22 February 2019**.

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

Yours faithfully,



(W. Zhang)
for the Secretary-General

**WMO Advanced Online Course for Trainers of RA-VI: Blended Learning
25 March to 31 May 2019**

Preliminary Course Programme and Learning Outcomes

<p>Pre-Course (25 March to 26 April) Personal profiles, Course processes, Prerequisite resources, Initial Training Development Plan (Opening sections only)</p>
<p>Week 1 (29 April to 5 May) Learning Strategies and Solutions</p>
<p>Week 2 (6 May to 12 May) Learning Activities and Assessment Training Development Plan Assignment 2 (Strategies, Solutions, Activities)</p>
<p>Week 3 (13 May to 19 May) Designing Learning Activities and Resources</p>
<p>Week 4 (20 May to 26 May) Practical Exercise: Production and Sharing of Podcasts</p>
<p>Week 5 (27 May to 31 May) Facilitating Training, Blending Learning Training Development Plan Final Assignment (Storyboard of a Blended Course, Learning Resources and Tools)</p>
<p>Course Conclusion (1 June to 7 June) Final review and feedback on assignments</p>

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:

1. Apply a systems approach to analyzing the context of learning and the training development process.
2. Use a systematic process to develop training programs 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. Incorporate existing resources by developing learning supports and accompanying activities.
14. Lead classroom or online learning activities.
15. Provide facilitation, tutoring, debriefing and coaching to support students.
16. Conduct effective asynchronous learning.
17. 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, etc.).
2. 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. 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 8 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 Advanced Online Course for Trainers of RA-IV: Blended Learning
25 March to 31 May 2019**

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?:

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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. 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 center:

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 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 22 February 2019** to:

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CH-1211 Geneva 2
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