



WMO OMM

World Meteorological Organization
 Organisation météorologique mondiale
 Organización Meteorológica Mundial
 Всемирная метеорологическая организация
 المنظمة العالمية للأرصاد الجوية
 世界气象组织

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
 CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11
 Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – public.wmo.int

Nuestra ref.: 44497/2017/ETR/SEM-118

22 de diciembre de 2017

Anexos: 3 (disponibles en francés e inglés solamente)

Asunto: Curso en línea de la Organización Meteorológica Mundial para los instructores francófonos de la Asociación Regional I y de otras Regiones (12 de marzo a 10 de junio de 2018)

Finalidad: Enviar a la Secretaría de la Organización Meteorológica Mundial los formularios de designación de participantes (anexo III) debidamente cumplimentados, que deberán recibirse a más tardar el **16 de febrero de 2018**

Estimado señor/Estimada señora:

Como sin duda recordará, el Decimoséptimo Congreso Meteorológico Mundial reconoció la importancia de impartir formación profesional a los instructores de los Centros Regionales de Formación (CRF) de la Organización Meteorológica Mundial (OMM) y de las instituciones nacionales de formación. Además, decidió que durante el período financiero 2016-2019 se deberían seguir organizando seminarios y cursos de formación para esos profesionales. Por otra parte, el Consejo Ejecutivo y el Congreso han alentado la utilización del aprendizaje en línea para que más Miembros puedan participar en actividades de formación de este tipo.

Me complace informarle de que durante el primer semestre de 2018 tendrá lugar un curso de formación en línea destinado a los instructores francófonos de la Asociación Regional I (AR I) y de otras Regiones. Este año, el Curso se impartirá en **francés**. La formación en línea permitirá que más participantes tomen parte en el Curso y que se traten de forma más completa los Requisitos de la OMM en materia de competencias para los proveedores de enseñanza y formación profesional. El Curso, de 9 semanas de duración, se impartirá a lo largo de 13 semanas, del 12 de marzo al 10 de junio de 2018, en tres módulos con dos descansos de 2 semanas cada uno. Véase en el anexo I la descripción del curso y las modalidades de asistencia.

El objetivo de este Curso en línea es aumentar los conocimientos y las competencias de los profesionales de la formación de países Miembros de la OMM en el ámbito de la planificación, elaboración, realización, evaluación y valoración de las actividades de aprendizaje. Después de participar en este curso en línea, los participantes habrán mejorado sus competencias para planificar cursos presenciales, en línea o mixtos, en sus ámbitos de competencia y para impartirlos a su comunidad destinataria.

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de todas las Regiones de la OMM

Copias: Asesores Hidrológicos de los Representantes Permanentes

De esta manera, se facilitará la adquisición de las competencias establecidas en los Requisitos en materia de competencias para los proveedores de enseñanza y formación profesional para los Servicios Meteorológicos, Hidrológicos y Climáticos de la OMM, aprobados por el Consejo Ejecutivo en su 65ª reunión y descritos en la versión revisada de 2016 del Volumen 1 del *Reglamento Técnico* de la Organización (OMM-Nº 49).

El Curso en línea de la OMM para instructores tiene un carácter práctico y altamente interactivo. Incluirá numerosas presentaciones breves, actividades y oportunidades de interacción con los facilitadores y los demás alumnos. Durante el Curso (anexo I), los participantes trabajarán en actividades y proyectos relacionados con sus responsabilidades actuales, tales como el establecimiento de procesos de desarrollo de la formación profesional, la planificación de un curso nuevo o la revisión de un curso existente, la evaluación de necesidades, la elaboración de un plan de evaluación y valoración, o la concepción de una opción educativa informal (p.ej.: tutoría, asesoramiento personal o formación en el puesto de trabajo) para personas de su ámbito de responsabilidad. Los participantes trabajarán individualmente o en pequeños grupos tanto en estas como en otras actividades del curso (anexo II).

Se adjunta el formulario de designación de participantes (anexo III) en este Curso en línea. Al rellenarlo, deberá facilitar información sobre los beneficios que aportará a su Servicio la participación de su candidato en el Curso y sobre cómo este utilizará sus competencias y conocimientos una vez finalizado. Además, deberá indicar que autoriza al participante a dedicar al Curso el tiempo necesario para completarlo. Más adelante se distribuirá a los candidatos seleccionados una nota con información general, así como el programa provisional del Curso.

El formulario de designación deberá cumplimentarse debidamente y enviarse a la Secretaría de la OMM lo antes posible y, en todo caso, deberá obrar en su poder **no más tarde del 16 de febrero de 2018**.

Quisiera aprovechar esta ocasión para agradecerle el apoyo que presta permanentemente a la OMM y a sus Miembros.

Le saluda atentamente.



(E. Manaenkova)
por el Secretario General

WMO Online Course for Trainers for Francophone Trainers of RA-I and Other Regions 12 March to 10 June 2018

Preliminary Course Programme and Learning Outcomes

Three different participant audiences will benefit from this online event. Participants in each track will receive a certificate if all assignments are successfully completed:

- 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 20 part-time trainers in both courses);
- Training managers: Those who manage or direct training functions or institutions (it will be possible to accept up to 10 training managers; note that the work for trainers and training managers overlap, so participants may apply in both tracks and, assuming both requirements are met, receive both certificates).

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 3:

- Module 1: Learning needs and outcomes, and the training process (for trainers and training managers): 12 March to 1 April 2018;
- Module 2: Learning solutions, learning assessment, and training evaluation (for trainers and training managers): 16 April to 6 May 2018;
- Module 3: Learning activities, resources, and facilitation (for trainers and part-time trainers): 21 May to 10 June 2018.

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 for this shorter option.

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 may be imposed, if necessary.

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.

Pre-Course (5 to 11 March) Personal profiles, course processes, ice-breaker activities
Module 1 (trainers and managers) 12 March to 1 April
Week 1 The training process, competencies for training providers, project initiation
Week 2 Learning needs
Week 3 Learning outcomes
Module 2 (trainers and manager) 16 April to 6 May
Week 4 Learning solutions
Week 5 Learning assessment
Week 6 Training evaluation
Module 3 (trainers and part-time trainers) 21 May to 10 June
Week 7 Learning activities
Week 8 Learning resources
Week 9 Facilitating training activities

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 approximately 6-8 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;
- Analyzing current 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 learning 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;
- Organize a training event for online and classroom delivery;
- Final completion of a training development plan.

During the course, those participating in the trainer track 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 developing their skills further on the job.

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 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:
 - 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 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.
-

**WMO Online Course for Trainers for Francophone Trainers of RA-I and Other Regions
12 March to 10 June 2018**

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. Email : _____
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 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. 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. Successful participants may be invited to attend additional events. If you are intending to participate as a Trainer, would you be interested in attending a possible Training Development Workshop later in 2018? ☐ 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 16 February 2018** 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
