



Notre réf.: ETR/SEM-117

GENÈVE, le 6 janvier 2017

Annexes: 3 (disponibles en anglais seulement)

Objet: Cours OMM de formation en ligne pour les instructeurs des Régions II et V (20 mars – 16 juin 2017)

Suite à donner: Faire parvenir au Secrétariat de l'OMM les formulaires de désignation des participants (annexe 3) dûment remplis avant le **17 février 2017**

Madame, Monsieur,

Vous vous souvenez sans doute que le Dix-septième Congrès météorologique mondial a reconnu qu'il était utile de dispenser une formation aux instructeurs des centres régionaux de formation professionnelle de l'OMM (CRFP) et des établissements nationaux de formation. Il a donc décidé qu'il fallait continuer d'organiser des cours et des séminaires à leur intention pendant la période financière 2016-2019. Le Conseil exécutif et le Congrès ont aussi encouragé le recours à l'apprentissage en ligne pour permettre à un nombre plus élevé de Membres de participer à des activités de formation de ce type.

J'ai donc le plaisir de vous informer qu'un cours de formation en ligne pour les instructeurs des Régions II et V aura lieu pendant le premier semestre de 2017. Cette année, le cours, dispensé en anglais, permettra d'accepter un plus grand nombre de participants et de traiter de manière plus approfondie les questions liées à toutes les compétences requises pour les formateurs. Ce cours de neuf semaines se déroulera sur une période de 13 semaines, du 20 mars au 16 juin 2017, et se divise en trois modules, avec deux semaines de pause entre chaque module. L'annexe 1 vous fournira des informations concernant les critères de participation.

Ce cours en ligne a pour objectif d'améliorer les connaissances et les compétences des professionnels de la formation en matière de planification, de conception, d'organisation et d'évaluation des activités de formation. À l'issue de ce cours, les participants seront mieux à même de planifier des cours en ligne, présentiels ou mixtes dans leurs domaines de compétence et de les dispenser à leurs publics. Ainsi, les instructeurs des Services météorologiques, hydrologiques et climatologiques pourront acquérir les compétences requises par l'OMM, telles qu'elles ont été approuvées à la soixante-cinquième session du Conseil exécutif et décrites dans la version révisée (2016) du Volume I du *Règlement technique* (OMM-N° 49).

Aux: Représentants permanents des Membres du Conseil régional II (ASE-652)  
Représentants permanents des Membres du Conseil régional V (PSW-455)

cc: Conseillers en hydrologie auprès des représentants permanents

Axé sur les aspects pratiques et résolument interactif, ce cours comprendra un grand nombre de brefs exposés et fournira aux participants encore plus d'occasions de communiquer entre eux et avec les animateurs. Pendant le cours (voir l'annexe 1), les participants se consacreront à des activités et à des projets en rapport avec leurs responsabilités actuelles, comme la conception de programmes de formation, la planification d'un nouveau cours, la révision d'un cours existant, l'évaluation des besoins, l'élaboration d'un plan d'évaluation ou la mise en place d'un dispositif informel d'apprentissage pour des apprenants placés sous leur responsabilité. Il est attendu des participants qu'ils travaillent à ces activités, ou à d'autres activités, de façon individuelle ou en petits groupes (voir l'annexe 2).

Vous trouverez ci-joint un formulaire de désignation pour ce cours en ligne (voir l'annexe 3). Vous voudrez bien y fournir des indications sur les avantages que votre Service compte retirer de la participation de votre candidat au cours et sur la manière dont les compétences et les connaissances nouvellement acquises seront mises à profit par l'intéressé à l'issue du cours. Il vous sera également demandé de confirmer que vous avez accepté de lui accorder le temps requis pour suivre ce cours. Tous les renseignements utiles, ainsi que le programme provisoire, seront envoyés ultérieurement aux candidats sélectionnés.

Le formulaire de désignation dûment rempli doit parvenir au Secrétariat de l'OMM dès que possible et **au plus tard le 17 février 2017**.

En vous remerciant du soutien que vous apportez à l'OMM et à ses Membres, je vous prie d'agréer, Madame, Monsieur, l'expression de ma considération distinguée.



(W. Zhang)

pour le Secrétaire général

## 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.
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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 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.

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**WMO ONLINE COURSE FOR TRAINERS OF RA II AND RA V****20 March to 16 June 2016****PARTICIPANT NOMINATION FORM*****Section A: Personal Details***

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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***

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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***

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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***

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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?

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

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

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

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

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

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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

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Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Permanent Representative: \_\_\_\_\_

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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)

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