

## ***Municipal Adaptation Program - Trainer the Trainer F2F Session***

<b>Time</b>	<b>Topic</b>
09:00 - 09:10	Introduction
09:10 - 09:30	Dynamic activity using four components of a Training Plan
09:30 - 10:00	Overview feedback process to be applied. Each group presents results and receives feedback from selected participants & facilitators
10:00 - 10:20	Stuck in the '80s: Strategies for facilitating to Mix of Generations
10:20 - 10:50	Overview of Module 1, M2 and M3 Facilitators' Notes and worksheets
10:50 - 11:00	Presentation Skills (facilitator demo)
11:00 - 11:10	Pick Up the Pace to hold attention
11:10 - 11:30	Activity (have them present a concept and an activity using M3 ex.)
11:30 - 11:40	Feedback on activity from selected participants & facilitators
11:40 - 12:00	Overview of Module 4, M5 and M6 Facilitators' Notes and worksheets
12:00 - 12:30	Lunch
12:30 - 12:40	Increase Interaction to Engage Learners
12:40 - 13:00	Activity (demo how to develop participation using M5 ex.)
13:00 - 13:10	Feedback on activity from selected participants & facilitators
13:10 - 13:40	Overview of Module 7, M8 and M9 Facilitators' Notes and worksheets
13:40 - 13:50	Link to Learner to Make it Meaningful
13:50 - 14:10	Activity (have them demo how they would link concept to a specific group using M9 ex.)
14:10 - 14:30	Feedback on activity from selected participants & facilitators
14:30 - 14:40	Break
14:40 - 15:10	Overview of Module 10, M11 and M12 Facilitators' Notes and worksheets
15:10 - 15:40	Handling Difficult Behaviour
15:40 - 16:00	Activity (selected presenters practices handling a variety of behaviours from participants in role play)
16:00 - 16:10	Feedback on activity from selected participants & facilitators
16:10 - 16:30	Wrap-up