# ICAO Course Developers and Instructors Standardization (CDI/STD) Meetings

## Preliminary Programme

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
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</thead>
<tbody>
<tr>
<td><strong>From</strong></td>
<td><strong>To</strong></td>
<td><strong>Instructor’s Day</strong></td>
<td><strong>Course Developer’s Day</strong></td>
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</tbody>
</table>
| 09:00 | 09:20 | Opening Ceremony  
Welcome and key note speeches delivered by  
senior ICAO officer(s) as well as senior officer(s)  
from the host organization/State | Panel #5  
Training Needs Analysis  
How to enhance performance effectiveness  
through competency based training needs analysis? | Panel #9  
Latest Training Innovations |
| 09:20 | 09:40 | Panel #1  
Qualification of Instructors  
How to implement the ICAO Instructor  
Competency Framework at a global level? | | |
| 09:40 | 10:00 | | | Panel #10  
Future Plans of TRAINAIR PLUS Programme |
| 10:00 | 10:20 | | | |
| 10:20 | 10:30 | | | |
| 10:30 | 11:00 | Coffee Break | Coffee Break | Coffee Break |
| 11:00 | 11:20 | Panel #2  
Instructional Techniques  
How to choose the most effective instructional  
technique(s) to meet training objectives? | Panel #6  
Design and Development  
How to overcome challenges in the process of  
design and development of competency based training? | Panel #11  
Conclusions and Recommendations for  
Instructors (8 mins per moderator × 4)  
Conclusions and Recommendations for  
Course Developers (8 mins per moderator × 4) |
| 11:20 | 11:40 | | | |
| 11:40 | 12:00 | | | Closing Ceremony |
| 12:00 | 12:20 | | | |
| 12:20 | 12:30 | | | |
| 12:30 | 13:30 | Lunch Break | Lunch Break | Lunch Break |
| 13:30 | 13:50 | Panel #3  
Best Practices in Training Delivery  
Experiences and recommended practices in  
training delivery | Panel #7  
Validation, Implementation and Evaluation  
How to overcome challenges in the process of  
validation, implementation and evaluation of  
competency based training? | | |
| 13:50 | 14:10 | | | |
| 14:10 | 14:30 | | | |
| 14:30 | 15:00 | | | TRAINAIR PLUS Validators Meeting (for  
ICAO TRAINAIR PLUS validators only);  
Site Visit (for Meeting participants) |
| 15:00 | 15:30 | Coffee Break | Coffee Break | |
| 15:30 | 15:50 | Panel #4  
Continuous Improvement  
How to continuously improve instructors’  
performance? | Panel #8  
Best Practices in Quality Management  
How to implement a quality management system  
in civil aviation training? | |
| 15:50 | 16:10 | | | |
| 16:10 | 16:30 | | | |
| 16:30 | 17:00 | | | |