



ICAO COSCAP SEA



**ICAO Cooperative Development of Operational Safety and Continuing  
Airworthiness Programme – South East Asia  
EASA EU - South East Asia Aviation Partnership Project**

<b>INSTRUCTOR TRAINING VIRTUAL COURSE (15 – 19 June 2020)</b>	
<b>Scope of training</b>	The course provides a comprehensive foundation for those who are required to create and present training sessions and are responsible for implementing learning activities which enables the transfer of valuable knowledge and skills required to improve performance. Participants will be introduced to session design, delivery, evaluation and continued development; they will also have the opportunity to practice their training and instructional skills and receive feedback in a supportive and professional environment. This course will enable participants to develop the professional knowledge, skills and attitudes required to effectively deliver competency-based training.
<b>Objectives of the course</b>	<p>By the end of this course participants will demonstrate an understanding of the following:</p> <ul style="list-style-type: none"> <li>• The Systematic Training Cycle</li> <li>• <u>Stage 1-Planning Training</u> <ul style="list-style-type: none"> <li>○ How to conduct a learning need analysis</li> <li>○ About the audience</li> <li>○ Establishing your aim and SMART objectives</li> <li>○ Practicalities</li> </ul> </li> <li>• <u>Stage 2- Designing Training</u> <ul style="list-style-type: none"> <li>○ Methods for developing and constructing a training session</li> <li>○ Mind mapping and structuring material</li> <li>○ Speaking notes</li> <li>○ Delivery methods</li> <li>○ Visual aids</li> <li>○ Training room layout &amp; facilities</li> </ul> </li> <li>• <u>Stage 3-Delivering Training</u> <ul style="list-style-type: none"> <li>○ Manage the trainees by using effective training strategies</li> <li>○ Groups and teams</li> <li>○ Icebreakers</li> <li>○ Signs your trainees may have problems learning</li> <li>○ Disability awareness</li> <li>○ Dealing with difficult behaviour</li> <li>○ Effective communication – listening</li> <li>○ Public speaking: voice and body language</li> <li>○ Building in questions</li> <li>○ Facilitation skills</li> </ul> </li> <li>• <u>Stage 4 – Evaluating Training</u> <ul style="list-style-type: none"> <li>○ Assessing learners and provide feedback</li> <li>○ Perform course evaluations effectively</li> <li>○ Course improvement</li> </ul> </li> </ul>
<b>Recommended participant profile</b>	Subject matter experts and specialist who wish to develop instructional techniques.



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<b>Key topics - Classroom</b>	Training in the following topics to develop the experts to be able to deliver courses in this area: <ul style="list-style-type: none"><li>• Learning needs analysis</li><li>• Developing a course syllabus and course material</li><li>• Preparing a session and practical exercise</li><li>• Developing case studies and exercises</li><li>• Delivery methodology</li><li>• Strategies for managing challenging behaviours</li><li>• Realigning learner behaviour</li><li>• Evaluation and Feedback</li><li>• Continuous Improvement</li></ul>
<b>Method of delivery</b>	Virtual Classroom training that will include presentations and practical exercises. Participants will prepare and deliver a short 30 minute training session and will receive feedback.