

Ref.: 654P4 INVL-01/2020 (VC)

26 May 2020

To: COSCAP SEA Programme Member States Directors General of Civil Aviation

**Subject: ICAO COSCAP SEA – EASA Instructor Training Course
(Virtual Classroom, 15 – 19 June 2020, 4:30 – 8:30 UTC daily)**

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the previously postponed Instructor Training Course to be held in a virtual classroom from 15 to 19 June 2020. This Course has been co-organised with the European Union Aviation Safety Agency (EASA) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Progressively enhance safety oversight capability to achieve a USOAP EI score higher or equal to the global average by 2022", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Course is for States' Civil Aviation Authority (CAA) Safety Inspector Training Instructors. The Course syllabus, provisional programme, and participant registration form are attached. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. The virtual classroom will be hosted by EASA on WebEx. Please note that each participant will require a computer and good internet service to participate in the virtual classroom.

The Course can accommodate a maximum of **24 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **4 June 2020** to reserve the allocated slots for the Course. Following that date, the remaining slots for the Course will be allocated on a first come first served basis to any COSCAP SEA Member State. Accepted participants will receive the virtual classroom web link and access guidelines directly from EASA. E-certificates will be sent by email to participants who complete the course.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapatin at sjuntarapatin@icao.int.

Yours sincerely,



Michiel Vreedenburgh
Programme Coordinator
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman (vohuycuong@caa.gov.vn)
ICAO APAC Regional Director (apac@icao.int)
COSCAP SEA National Coordinators
EASA Technical Cooperation Project Manager (raquel.sanz@easa.europa.eu;
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ICAO COSCAP SEA



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

**Instructor Training Course
Synchronous Distance Learning – Virtual Classroom
(15 – 19 June 2020, 4:30 – 8:30 UTC daily)**

PROGRAMME

15/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration & connecting time
12:00 – 12:30	Opening and Introductions Introductions, agenda and scope of the course Michiel Vreedenburgh, ICAO COSCAP SEA Programme Coordinator Raquel Sanz Pascasio, EU South East Asia APP Project Manager Instructor introduction – Mladen Hanževački Participants introduction, course contents, objectives and expectations
12:30 – 12:45	Lesson 1: Course Objectives (Part 1). Mladen Hanževački, Expert
12:45 – 13:00	COFFEE BREAK
13:00 – 13:45	Lesson 1: Course Objectives (Part 2). Q&A Lesson 2: The Stages of Learning and Action Verbs (Part 1) Mladen Hanževački, Expert
13:45 – 14:00	COFFEE BREAK
14:00 – 14:45	Lesson 2: The Stages of Learning and Action Verbs (Part 2). Q&A Workshop No.1: Determine the Level of Objectives Lesson 3: Human Information Processing System (Part 1) Mladen Hanževački, Expert
14:45 – 15:00	COFFEE BREAK
15:00 – 15:30	Lesson 3: Human Information Processing System (Part 2). Q&A Workshop No. 2: Memory Game Mladen Hanževački, Expert
15:30	END OF DAY ONE



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16/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration & connecting time
12:00 – 12:45	Lesson 4: Communication Skills. Q&A Mladen Hanževački, Expert
12:45 – 13:00	COFFEE BREAK
13:00 – 13:45	Lesson 5: Questioning Techniques (Part 1). Q&A Workshop No. 3: Question Types Mladen Hanževački, Expert
13:45 – 14:00	COFFEE BREAK
14:00 – 14:45	Lesson 5: Questioning Techniques (Part 2). Q&A Lesson 6: Teaching Aids (Part 1) Mladen Hanževački, Expert
14:45 – 15:00	COFFEE BREAK
15:00 – 15:30	Lesson 6: Teaching Aids (Part 2). Q&A Mladen Hanževački, Expert
15:30	END OF DAY TWO

17/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration, connecting time
12:00 – 12:45	Lesson 7: Theory Lessons. Q&A Mladen Hanževački, Expert
12:45 – 13:00	COFFEE BREAK
13:00 – 13:45	Lesson 8: Lesson Preparation. Q&A Mladen Hanževački, Expert
13:45 – 14:00	COFFEE BREAK
14:00 – 14:45	Lesson 9: Instructor and Students (Part 1). Q&A Mladen Hanževački, Expert
14:45 – 15:00	COFFEE BREAK
15:00 – 15:30	Lesson 9: Instructor and Students (Part 2). Q&A Mladen Hanževački, Expert
15:30	END OF DAY THREE



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18/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration & connecting time
12:00 – 12:45	Lesson 10: The Classroom. Q&A Mladen Hanževački, Expert
12:45 – 13:00	COFFEE BREAK
13:00 – 13:45	Lesson 11: Tests and Assessments (Part 1) Q&A Mladen Hanževački, Expert
13:45 – 14:00	COFFEE BREAK
14:00 – 15:00	Lesson 11: Tests and Assessments (Part 2) Q&A Workshop No. 4: Multi-Choice Question Writing (or how not to do it) Introduction to Lesson 12: Preparation of Individual Student's Presentations Mladen Hanževački, Expert
15:00	END OF DAY FOUR
<i>NOTE:</i>	<i>Expert available for consultation until 15:30</i>

19/06/2020

TIME (UTC+7)	TITLE, SPEAKER
11:45 – 12:00	Online registration, connecting time
12:00 – 12:45	Lesson 12: Individual Student's Presentations/Feedbacks. Q&A 15 minutes presentations per student with feedback (2 students)
12:45 – 13:00	COFFEE BREAK
13:00 – 13:45	Lesson 12: Individual Student's Presentations/Feedbacks. Q&A 15 minutes presentations per student with feedback (2 students)
13:45 – 14:00	COFFEE BREAK
14:00 – 14:45	Lesson 12: Individual Student's Presentations/Feedbacks. Q&A 15 minutes presentations per student with feedback (2 students)
14:45 – 15:00	COFFEE BREAK
15:00 – 15:30	Lesson 12: Final Considerations Summary & Closing Participants Feedback Instructor Summary, Mladen Hanževački, Expert Ms Raquel Sanz Pascasio, EU South East Asia APP Project Manager Michiel Vreedenburgh, ICAO COSCAP SEA Programme Coordinator
15:30	END OF DAY FIVE



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

INSTRUCTOR TRAINING VIRTUAL COURSE (15 – 19 June 2020)	
Scope of training	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.
Objectives of the course	<p>By the end of this course participants will demonstrate an understanding of the following:</p> <ul style="list-style-type: none"> • The Systematic Training Cycle • <u>Stage 1-Planning Training</u> <ul style="list-style-type: none"> ○ How to conduct a learning need analysis ○ About the audience ○ Establishing your aim and SMART objectives ○ Practicalities • <u>Stage 2- Designing Training</u> <ul style="list-style-type: none"> ○ Methods for developing and constructing a training session ○ Mind mapping and structuring material ○ Speaking notes ○ Delivery methods ○ Visual aids ○ Training room layout & facilities • <u>Stage 3-Delivering Training</u> <ul style="list-style-type: none"> ○ Manage the trainees by using effective training strategies ○ Groups and teams ○ Icebreakers ○ Signs your trainees may have problems learning ○ Disability awareness ○ Dealing with difficult behaviour ○ Effective communication – listening ○ Public speaking: voice and body language ○ Building in questions ○ Facilitation skills • <u>Stage 4 – Evaluating Training</u> <ul style="list-style-type: none"> ○ Assessing learners and provide feedback ○ Perform course evaluations effectively ○ Course improvement
Recommended participant profile	Subject matter experts and specialist who wish to develop instructional techniques.



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Key topics - Classroom	Training in the following topics to develop the experts to be able to deliver courses in this area: <ul style="list-style-type: none">• Learning needs analysis• Developing a course syllabus and course material• Preparing a session and practical exercise• Developing case studies and exercises• Delivery methodology• Strategies for managing challenging behaviours• Realigning learner behaviour• Evaluation and Feedback• Continuous Improvement
Method of delivery	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.



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Programme – South East Asia
EASA EU - South East Asia Aviation Partnership Project**

**Instructor Training Course
(Virtual Classroom, 15 – 19 June 2020, 4:30 – 8:30 UTC daily)**

PARTICIPANT REGISTRATION FORM				
State				
Name	Title	Surname (capitals)	First name	Middle name
Position / Title				
Organization				
Department / Division				
Telephone (office)				
Telephone (mobile)				
E-mail (office)				
E-mail (alternate)				

Please send completed form(s) by 4 June 2020 to:
ICAO COSCAP-SEA Programme Secretary
E-mail: sjuntarapratin@icao.int