

# Blue Gold Program

## Training of Facilitator (ToF) on Year-round Community Lead Agricultural Water Management FFS (For SAAOs and FT, DAE) Aug 19-24, 2017

### Agenda

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#### Overall objectives

Assess the existing experience & practice of the trainees and to refresh/improve knowledge, understanding on facilitation skills and identify them as a development trainer;

Review CAWM T-Aman training module/materials and practice & demonstrate the sessions utilizing participatory training methods and techniques.

#### Specific objectives

At the end of the training course, participants will have to:

1. Improve knowledge and understanding to analyze the community people, their learning attitude, create learning environment and inspire them to involve in the learning process;
2. Enhance the facilitation techniques which accelerate the session using improve questioning to stimulate and encourage the participants to actively listen each other, Interact each other, create new ideas, analyze them and learn.
3. Increase knowledge, skills and understanding on selection/utilization of different training methods, techniques and learning aids considering the objectives;
4. Improve knowledge, understanding and skills on inductive type participatory training approach and practice on most appropriate learner centered training methods (10-12 which applicable for CAWM training);
5. Develop knowledge, understanding and skills on the presentation techniques and identify how to make a presentation effective and winner;
6. Improve knowledge, understanding and skills on evaluation of self-facilitation/presentation and the performance of training session/program;
7. Acquire knowledge and skills on organizing and facilitating "Community-led Agriculture Water Management Training course" to the community level.

**Duration:** 6 days

**Participants:** SAAOs, FTs, CDF & SE (31 participants)

**Facilitator:** Blue Gold Experts, selected resource persons from (local & HQ level) DAE.

**Day-1 (Aug 19, 2017)**

<b>Time</b>	<b>Module/Content</b>	<b>Sub-content</b>	<b>Methods</b>	<b>Facilitators</b>
08.30-09.30	1. Course opening	<ul style="list-style-type: none"> <li>- Inaugural speech</li> <li>- Ice breaking</li> <li>- Introduction</li> <li>- Logistic Information</li> <li>- Expectation from participants</li> <li>- Pre-Test</li> </ul>	Game and large group discussion	PCD, BWDB, PD, DAE TL, BGP
09.30-10.30	2. Objective of the training course	<ul style="list-style-type: none"> <li>- Background of the Training</li> <li>- Review of participants experience and understanding</li> <li>- Objectives of the training</li> <li>- Review of Training Agenda</li> <li>- Setting Training Norms</li> </ul>	VIPP Large Group Discussion	DAE & BGP Expert
10.30-10.45	Refreshment break			
10.45-13.00	3. Overview of Blue Gold Program and Functional WMG	<ul style="list-style-type: none"> <li>- Overview of Blue Gold Program</li> <li>- Introduction of Functional WMG</li> <li>- Indicators and roles of different parties involved</li> <li>- Overview on CAWM concept (purpose, activities, experiences and challenges)</li> </ul>	Panel Discussion, Colloquium, Q&A, LGD with PPP	BGP Expert
13.00-14.00	Lunch and prayer break			
14.00-15.30	4. Community Development and Adult Learning Process	<ul style="list-style-type: none"> <li>- Theoretical aspects of Social Analysis</li> <li>- Concept and understanding on community mobilization / development</li> <li>- Understanding on community people, learning attitude, principles and behaviors</li> <li>- Understanding of Adult Characteristics in Learning Situation</li> </ul>	Simulation, Large Group Discussion	BGP Expert
15.30-15.45	Refreshment break			
15.45-16.30		<ul style="list-style-type: none"> <li>- Perception Analysis and Jo-Hari Window</li> <li>- Requirements of adult participants in learning situation</li> <li>- Ten key principles of adult learning</li> </ul>	VIPP & Interactive Discussion with PPP	BGP Expert
16.30-15.00		<ul style="list-style-type: none"> <li>- Distribution assignment (home work)</li> <li>- Review day long course and closing</li> </ul>	Large Group Discussion	BGP Expert

**Day-2 (Aug 20, 2017)**

<b>Time</b>	<b>Module/Content</b>	<b>Sub-content</b>	<b>Methods</b>	<b>Facilitators</b>
08.30-09.00		- Recapitulation of last day session	Game	BGP
09.00-10.30	5. Facilitation Process and Techniques	<ul style="list-style-type: none"> <li>- Concepts and importance of facilitation in community mobilization</li> <li>- Basic understanding of speech, lecture, presentation, facilitation, their characteristics and benefits of each</li> <li>- Principles and considerable factors in facilitation process</li> </ul>	Simulation Game, Question & Answers, Analysis, Demonstration	BGP Expert
10.30-10.45	Refreshment Break			
10.45-12.00		<ul style="list-style-type: none"> <li>- Techniques and characteristics of effective facilitation</li> <li>- Required knowledge and skills of a facilitators in Community Development Process</li> </ul>	VIPP & Game	DAE Expert
12.00-13.00	6. Approaches of training and the concepts of Inductive type participatory training	<ul style="list-style-type: none"> <li>- Different ways of Human Resource Development</li> <li>- Concept of inductive type participatory training approach, difference between participatory and non-participatory (lecture) training approach</li> <li>- Difference between lecturer, trainer and facilitator</li> </ul>	Large Group Discussion, Small Group Work, Game	DAE & BGP Expert
13.00-14.00	Lunch and Prayer Break			
14.00-15.30	7. Experiential Learning Cycle	<ul style="list-style-type: none"> <li>- Introduction of Experiential Learning Cycle</li> <li>- Roles of a trainer as facilitator in experiential learning cycle</li> <li>-</li> </ul>	Demonstration with PPP and Q&A	BGP Expert
15.30-17.00	8. Communication process in Community Mobilization	<ul style="list-style-type: none"> <li>- Understanding and requirements of effective communication in community mobilization process</li> <li>- Concept of effective communication and the importance effective presentation for effective communication</li> <li>- Communication process and its elements</li> <li>- Importance &amp; techniques of feedback for effective communication</li> <li>- Questioning &amp; listening skills</li> <li>- Barriers to communication and way to overcome</li> </ul>	Experience sharing, Question & Answer, Square Game, Role Playing, VIPP and LGD	BGP Expert
17.00-17.30		- Distribution assignment (home work)	Large Group Discussion	BGP Expert

		- Review day long course & closing		
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**Day-3 (Aug 21, 2017)**

Time	Module/Content	Sub-content	Methods	Facilitators
08.30-09.00		- Recapitulation of last day session	Game	BGP
09.00-9.45	9. Non-verbal Communication	- Concepts/roles of Non-verbal communication - Importance of body movement, gestures, posture, facial expression, dress in communication process	Demonstration , PPP and Interactive Discussion	
09.45-10.30	10. Gender mainstreaming in Blue Gold (Policy)	- Gender mainstreaming in Blue Gold (Policy) - Gender in Training Environment	Large Group Discussion with PPP	Gender Coordinator
10.30-10.45	Refreshment break			
10.45-11.30	11. Training Steps & Utilization of Training Curriculum	- Understanding on different type of training, steps and training cycle - Training Curriculum, Module and Session plan - Importance of designing training module/sessions and facilitator guideline - Elements of Session Plan	Demo, Large Group Discussion, Case /Situation Analysis	DAE Expert
11.45-12.15	12. Training objectives vs. Methods	- Writing and understanding of training objectives and relation with training methods - Use of training session plan	Interactive Discussion	BGP Expert
12.15-13.00	13. Training Methods & Techniques	- Concept and understanding of training Methods and Techniques. - Overview on Training Methods and Techniques - Considerable factors in selecting appropriate training methods	Interactive Discussion, VIPP,	BGP Expert
13.00-14.00	Lunch and prayer break			
14.00-15.30		- Practice on 10-12 most Participatory Training Methods	Small Group Discussion,	
15.30-15.45	Refreshment break			
15.45-16.30		- Analysis and identify the benefits/appropriateness each training methods	Demonstration and Analysis	BGP Expert
16.30-18.00	14. Training Materials and Visual Aids	- Importance of Training Materials and Visual Aids - Different types of Training Materials and Visual Aids - How to develop simple learning materials/aids and with local/available resources - Characteristics of an attractive and effective Visual Aids - Techniques to use of learning/ visual aids.	Colloquy, Demonstration , Experience Sharing, Simulation	DAE Expert

18.00-19.30		<ul style="list-style-type: none"> <li>- Distribution assignment (home work)</li> <li>- Review day long course &amp; closing</li> </ul>	Q&A	
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#### Day-4 (Aug 22, 2017)

Time	Module/Content	Sub-content	Methods	Facilitators
08.30-09.00		<ul style="list-style-type: none"> <li>- Recapitulation of last day session</li> </ul>	Game	
09.00-10.30	15. Practice & Demonstration of CAWM Training Module	<ul style="list-style-type: none"> <li>- Introduction of CAWM T-Aman Training Curriculum</li> <li>- Review CAWM Training Module catchment and sub catchment level water management and selection for practice and demonstration</li> <li>- Review in intra-group and practice on selected sessions</li> </ul>	Small Group Work, Practice & Demo, Video	DAE Expert
10.30-10.45	Refreshment break			
10.45-13.00	Practice & Demonstration	<ul style="list-style-type: none"> <li>- Review and demonstration of CAWM Training Module (selective sessions)</li> </ul>	Practice, Demo & Video	DAE & BGP Expert
13.00-14.00	Lunch and Prayer break			
14.00-16.00	Practice & Demonstration	<ul style="list-style-type: none"> <li>- Review and demonstration of CAWM training module (selective sessions)</li> </ul>	Practice, Demo & Video	DAE & BGP Expert
16.00-16.30	Refreshment (special) break			
16.30-19.30	Practice & Demonstration	<ul style="list-style-type: none"> <li>- Review and demonstration of CAWM training module/session</li> </ul>	Practice, Demo & Video	DAE & BGP Expert

**Day-5 (Aug 23, 2017)**

<b>Time</b>	<b>Module/Content</b>	<b>Sub-content</b>	<b>Methods</b>	<b>Facilitators</b>
08.30-09.00		- Recapitulation of last days session	Game	BGP
09.00-10.30	Practice & Demonstration	- Review and demonstration of CAWM training module (selective sessions)	Practice, Demo & Video	DAE & BGP Expert
10.30-10.45	Refreshment break			
10.45-13.00	Practice & Demonstration	- Review and demonstration of CAWM training module (selective sessions)	Practice, Demo & Video	DAE & BGP Expert
13.00-14.00	Lunch and Prayer break			
14.00-14.45	16. Paraphrasing	- Concept of importance of Paraphrasing - Considerable factors in paraphrasing	Simulation and VIPP	BGP
14.45-16.00	17. How to make a presentation effective and winner	- Concepts and importance of use of Humor, Co-curriculum activity, Game for Group-Dynamics in training situation - Considerable factors in using humor and co-curriculums - Evaluate self-presentation (self-feedback)	PPP and Demo. Individual Exercise	BGP Experts
16.00-16.15	Refreshment break			
16.15-17.30	18. Controlling Training Session for keeping Participatory Training Environment	- Major activity of a Trainer - Training Traps - Problematic Situation/Participants in Training Environment and how to handle them - Quality and skills of a Development Trainer	VIPP, Large Group Discussion, Skit Game	BGP Experts
17.30-18.00		- Distribution assignment (home work) - Review day long course & closing	Q&A	

**Day-6 (Aug 24, 2017)**

<b>Time</b>	<b>Module/Content</b>	<b>Sub-content</b>	<b>Methods</b>	<b>Facilitators</b>
08.30-09.00		- Recapitulation of last days session	Game	BGP
09.00-10.15	19. Evaluation of training	- Concept and importance of Training Evaluation - Level of training evaluation (Reaction, Learning, Performance and Impact level) - The way and utilization of tools to evaluate training session.	Small Group Work and Demonstration	BGP Experts
10.15-10.30	Refreshment break			
10.30-13.00	20. Review ToF course	- Review of ToF course - Identify the areas where more clarification is required - Relate the learning with the practical situation	Small Group Work and Colloquium	BGP Experts
	21. Review and Closing of ToF Course	- Post Test - Course Evaluation - Certificate Distribution - Closing Speeches	Individual Exercise, VIPP Lecture	PD, DAE TL, BGP TE, BGP

**Note: Lunch and departure**