How do you begin to develop your training plans?
Start with the Traditional Reporter’s Questions
Reporter’s Questions

**Why** are you conducting this training?

**What** do you want the participants to be able to do?

**Who** should participate in this training?

**Where** do you implement the training?

**How** will you implement this training?

**When** will you conduct the training?
Why are you conducting this training?

- Training Needs
  - National
  - Regional
  - Global

- According to
  - Surveys
  - Needs Assessments
  - Gap Analysis
  - RAs
  - TCs

Needs Assessment Process

1. Identify Problem or Need
2. Determine Needs-Assessment Design
3. Collect Data
4. Analyze Data
5. Provide Feedback
What do you want participants to be able to do?

Learning Objectives should be:

- Result-oriented
- Focused on important aspects of the job
- Measurable
- Action-oriented
- Written in terms of perform
- Specific
- Descriptive

The ADDIE Model
Who should participate in this training?

- **Participants**
  - Target participants
  - Maximum Nr of Participants
  - Minimum requirements
    - Prerequisites
    - Selection Criteria

- **Lecturers**
  - Internal
  - External (WMO, RTCs, etc.)

- **Staff**
  - Senior Management
  - Administrative staff
  - Technical support
Where do you implement the training?

- **Facilities**
  - Classroom (Requirements & Equipments)
  - Laboratories (PCs, Software Packages, Instruments)
  - Breakout places
  - Cafeteria, Restaurant (Breaks, Meals)

- **Accommodation**
  - Guest House
  - Hotel

- **Transportation**
  - Between Airport and RTC
  - Between Accommodation and RTC (if needed)
  - Technical Tours
  - Cultural Excursions
How will you implement this training?

- **Finance**
  - Estimated Cost
  - Budget (Proposal, Approval, etc.)
  - Sponsors (Agreements, Conditions)

- **Language**
  - Interpretation?
  - Translation?

- **Other Organizational Needs**
  - Badges
  - Certificates
  - Placards/Banner
  - Nameplates
When will you conduct the training?

- **Organization (Work Plan)**
  - Announcement (at least 3 months before course)
  - Deadline for nominations (6 weeks before course)
  - Selection of Participants
  - Start Date
  - Duration

- **Implementation (Timetable)**
  - Opening Ceremony
  - Training Slots
  - Coffee & Lunch Breaks
  - Excursions
  - Closure
What support can you expect from WMO?
What can RTCs expect from WMO?

• **Subject Choice**
  - Members’ needs (RAs, TCs, Surveys, etc.)
  - Priority areas decided by WMO Congress

• **Content**
  - Contribute at the preparation phase
  - Review and improve before announcement

• **Lecturers**
  - WMO Secretariat (Technical Departments)
  - WMO Expert Teams
  - Institutions (RTCs) and NMHSs
What can RTCs expect from WMO?

- **Teaching Resources**
  - Materials & Publications
  - DL Modules (e.g. COMET)

- **Selection of Participants**
  - Geographic distribution, Needs, LDCs, etc.

- **Partial Financial Support**
  - To participants, sometimes to lecturers

- **Announcement**
  - Circular Letter
  - ETRP Website
  - ET-NFPs & RTCs Network
What does WMO expect from RTCs?

Start consultation at least **6 months** before course start date
- **Course Information**
  - Title
  - Objectives or Learning Outcomes
  - Content
  - Course Format
  - Instructors
  - Selection Criteria for Participants
  - Dates and Venue
  - Language
  - Financial Conditions
  - Accommodation and Meals
  - Contact Person

- **Nomination Form**
  - Relevant fields linked to the selection criteria
  - Deadline (at least 2 months before course start date)
  - PR Signature/Endorsement
  - Nomination Return Address
Admission Letter from RTC to Participant

- Information Note for Participants
  ✓ Venue
  ✓ How to reach
  ✓ Transportation
  ✓ Accommodation and lodging
  ✓ Visa information
  ✓ Local information (climate, currency, electrical, etc.)
  ✓ Insurance responsibilities
  ✓ Emergency numbers

- Detailed Course Programme
  ✓ Registration and opening
  ✓ Training slots
  ✓ Breaks (Coffee & Lunch)
  ✓ Technical and cultural activities
  ✓ Certificates and closure