

Time Planner: Facilitating Face-to-Face Learning

Mozambique - first edition: 03 to 07 July, 2023

Module Number	Module Name	Total time (hours)	Day	Lesson Name	Start - End (e.g., 9:00 - 9:30)	Resources
1	Course Introduction	1.0	1	Introduction		--Getting to Know You Activity pictures --Updated slide in deck with the results from the forum question on two areas to improve
2	Preparing the Learning Environment	2.3	1	Understanding Your Audience's Needs Foundations of Learning The Learning Environment		--3-inch (8-cm.) square sticky paper pads (2 per table) --Charts: 1.Problem 2.Goal/Purpose 3.Audience characteristics 4.Hot button issues/words 5.Logistics 6.Project limitations 7.Learning Space 8.Participants' Workspace 9. Trainer's Area
3	Conveying Information (part 1)	2.5	1	The Learning Cycle Motivate Me (GLOSS)		--Videos (or scripts) for excerpts of -GLOSS -EASE -FEED -OFF --Sticky paper
3	Conveying Information (part 2)	6.5	2	Teach Me (EASE)		--1 minute warning card --5 minute warning card
3	Conveying Information (part 3)	2.5	3	Help Me (FEED) Prepare Me (OFF)		3 charts with alphabet listed on them
4	Managing the Class	3.8	3	Managing Disruptive Learner Behaviors Time Management		--Speed Dating Activity cards --Charts: 1. Starting late after breaks 2. Letting activity work time run late 3. Letting discussions run too long 4. Lecturing for too long 5. Getting lost in digressions 6. Too much content --Small note paper pads (not sticky) --Business-size or larger envelopes, with questions written on them --Blank paper or index card
5	Applying Your Learning	5.5	4	Applying Your Learning		--1 minute warning card --5 minute warning card