

1.1 Introductions and Pre-Test

Trainer's Note

Session at a Glance:

Content	Activity	Time
1 Welcome	Brief Oral Presentation	5 minutes
2 Participant Introductions	Participant Self -Presentations	30 minutes
3 Pre-Test	Individual participant exercise	45 minutes
4 Conclusion	Brief Oral summary of goals	10 minutes
		Total Session Time: 90 minutes

Required Materials: Registration forms, Blank pre-test answer forms, 1.1 PPT set, flipcharts

Trainer's Notes:

1. Welcome – 5 minutes

Admin. start - Distribute workshop materials before workshop begins if possible. As people begin to gather, try to talk to each person and ask them to fill out the registration form. Direct their attention particularly to the “personal goals and objectives” session of the form.

Formal start - Begin the session formally with a short welcome address from the host (if appropriate). It is important to start the session as close as possible to the published starting time. A timely start and finish to this first session will often set the stage for the rest of the workshop.

Workshop mechanics and quick overview – Explain the general design of the workshop to the participants. Identify the materials to be used, and review the workshop agenda. Explain any “housekeeping” rules or aspects to the management of the workshop such as meals, accommodation, expenses, no smoking, cell phone use, etc. The idea of this part of the presentation is to remove any of these types of questions so that the participants can focus fully on the material aspects of the workshop.

2. Participant Introductions – 30 minutes

Ask all participants to complete their registration forms now if they have not already done so. Instruct the participants to introduce themselves briefly and to list 1 or 2 of their primary personal goals or objectives in attending this workshop. Note down all statements on a flipchart. As people begin to repeat the same aspects, keep track of this but adding tickmarks against the statements being repeated, so that a ranking of most –mentioned may be made quickly at the end of the session.

3. Pre-Test – 45 minutes

Direct participants to the pre-test form in their workshop materials. Using the PPT slides prepared for this session, present each question and read out the question as well as the possible answers. Remind everyone that this test is to be done individually. Allow a short period for participants to record their answers on the pre-test form provided. This is not a discussion session, some misunderstanding and ambiguity is the norm for this part of the session. Do not provide lengthy explanations nor open the floor to discussion on the nature of these questions. Keep the pace as brisk as possible.

4. Conclusions – 10 minutes

The conclusions for this session are twofold: 1. Participants will learn the answers to all of the questions just presented over the week, and 2. The goals and objectives listed by the participants will be attended to - to the extent possible.