

## Annex 4: Example group training session agenda

To be adapted by the trainer for each module.

Topic	Trainer	Time
Welcome and Review of agenda	Introduce yourself, explain fire regulations, location of toilets, etc.  Purpose of the training, what you will cover, any breaks, learning outcomes.	10 mins
Introduction of participants	Each person introduces themselves, their job role and where they work (organisation / location)	10 mins
Common agreement of terms	A short introduction of the terms used in this training. So that everyone agrees and understands what terms to use in the training.	10 mins
Self-Assessment	Complete the self-assessment form to measure your current understanding.	5-10 mins
How does guidance make a difference? What is online guidance?	Complete the activities included in each section of the module	45 mins
Break		15 mins
Using ICT to gather LMI	Complete the activities included in each section of the module	15 mins
Networking and Sharing LMI False information in LMI	Complete the activities included in each section of the module	45 mins
Recording Data	Complete the activities included in each section of the module	30 mins
Break		15 mins
Values and Issues	Complete the activities included in each section of the module	45 mins
Review learning	Repeat the learning outcomes. Ask if anyone has any further questions.	10 mins
Self-Assessment	Complete the end of training self-assessment form to assess your current understanding. Collect the assessment forms	5 mins
Closing	Give details about future training. Thank everyone for attending the training.	5 mins