

Training Course for COI Trainers *Workshop I*

5/6 February 2007, Dublin

Chair: Carol Doyle (RDCI, Dublin)
Trainer: Reinhold Jawhari (ACCORD, Vienna)

Agenda

Monday, 5 February 2007

- 09.00 – 10:30** **Welcome & introduction**
overview & context of the training course
experience & expectations of participants
- 10.30 – 11.00 *Coffee break*
- 11.00 – 13.00** **COI training content**
discussion of COI standards & deepening of knowledge
exercises: different understanding & tricky questions
- 13.00 - 14.30 *Lunch break*
- 14.30 – 16.00** **Types & structure of COI training courses**
how to organise a course: course phases & communication
- 16.00 – 16.30 *Coffee break*
- 16.30 – 18.00** **Creating a guide for COI trainers I**
exercises: how to draft mails and postings for the course
- 19.00 *Social event*

Tuesday, 6 February 2007

- 09.00 – 10:30** **Creating a guide for COI trainers II**
collecting and discussing mails and postings for the course
- 10.30 – 11.00 *Coffee break*
- 11.00 – 13.00** **Using the forum & technical problems**
deadlines, feedback forms, discussions, motivation, creating commitment,
progress of participants,
- 13.00 - 14.30 *Lunch break*
- 14.30 – 15.30** **Preparing a f2f meeting**
creating a case study: explanation of homework
- 15.30 – 16.30** **Feedback & reflection**
open questions, next steps, communication till next course

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