

FEDERAL JUDICIAL ACADEMY

Islamabad

FIVE-DAY TRAINING OF TRAINER (TOT) WORKSHOP FOR JUDICIAL OFFICERS AND FACULTY MEMBERS OF THE JUDICIAL ACADEMIES OF PAKISTAN (23 – 27 NOVEMBER 2015)

PROGRAMME

PART 1: CURRICULUM MANAGEMENT SKILLS

DAY 1 MONDAY, 23 NOV: ASSESSING NEEDS & DESIGNING CURRICULA

08:30-08:45		Registration
08:45-08:50		Recital from the Holy Quran
08:50-09:00		Group photograph
09:00-10:00	Session 1	Introduction Course, faculty and participants
10:00-11:00	Session 2	The 'Training Cycle': (a) <i>Needs</i>
11:00-11:15		<i>Refreshments</i>
11:15-12:15	Session 3	Needs assessment methodologies
12:15-13:15	Session 4	The 'Training Cycle': (b) <i>Curricula</i>
13:15-14:15		<i>Lunch and prayers</i>
14:15-15:15	Session 5	Priorities, objectives, programs
15:15-15:30		<i>Refreshments</i>
15:30-16:30	Session 6	Workshop exercises: developing curriculum workplan
16:30-17:00		Review of day.

DAY 2: TUESDAY, 24 NOV: DELIVERY, MONITORING & EVALUATION

08:45-09:00		Review of day 1
09:00-10:00	Session 7	The 'Training Cycle': (c) <i>Delivery</i>
10:00-11:00	Session 8	Options in delivering training services: publications & IT
11:00-11:15		<i>Refreshments</i>
11:15-12:15	Session 9	Your session(s): objectives, structure, content, technique
12:15-13:15	Session 10	The 'Training Cycle': (d) <i>Monitoring & Evaluation</i>
13:15-14:15		<i>Lunch and prayers</i>
14:15-15:15	Session 11	Developing your M&E approach
15:15-15:30		<i>Refreshments</i>
15:30-16:30	Session 12	Workshop exercises
16:30-17:00		Review of day.

PART 2: PRESENTATION SKILLS

DAY 3 WEDNESDAY, 25 NOV: EDUCATIONAL PRINCIPLES

08:45-09:00		Introduction to part 2
09:00-10:00	Session 13	Improving Educational Effectiveness: Adult Learning
10:00-11:00	Session 14	'FJA Trainers' Toolkit' – draft for piloting
11:00-11:15		<i>Refreshments</i>
11:15-12:15	Session 15	Trainers' Toolkit cont'd
12:15-13:15	Session 16	Presentation and facilitation skills
13:15-14:15		<i>Lunch and prayers</i>
14:15-15:15	Session 17	Papers and materials
15:15-15:30		<i>Refreshments</i>
15:30-16:30	Session 18	Power-points
16:30-17:00		Review of day.

DAY 4 THURSDAY, 26 NOV: SESSION PLANNING & PREPARATION

08:45-09:00		Review of day 3
09:00-10:00	Session 19	Planning your session(s)
10:00-11:00	Session 20	Session planning: preparation solo/groups
11:00-11:15		<i>Refreshments</i>
11:15-12:15	Session 21	Your session(s): objectives, structure, content, technique
12:15-13:15		<i>Lunch and prayers</i>
13:15-14:15	Session 22	Your session(s): papers and materials
14:15-15:15	Session 23	Your session(s): cont'd
15:15-15:30		<i>Refreshments</i>
15:30-16:30	Session 24	Your session(s): power-points
16:30-17:00		Review of day.

DAY 5 FRIDAY, 27 NOV: PRACTICE

08:45-09:00		Review of day 4
09:00-10:00	Session 25	Practice sessions and feedback
10:00-11:00	Session 26	Practice sessions and feedback: cont'd
11:00-11:15		<i>Refreshments</i>
11:15-13:00	Session 27	Practice sessions and feedback: cont'd
13:00-14:15		<i>Lunch and prayers</i>
14:15-14:30		Evaluation/ Clearance

Certificate Awarding Ceremony (14:30)

14:30-14:35	Arrival of the Chief Guest: Hon'ble Mr. Justice Noor-ul-Haq N. Qureshi
14:35-14:40	Recitation from the Holy Quran
14:40-14:45	Views of the Participants
14:45-14:50	Remarks by Dr. Livingston Armytage
14:50-14:55	Address by the Director General
14:55-15:05	Address by the Chief Guest
15:05-15:15	Certificate Distribution
15:15-15:20	Group Photograph
15:20	Tea/Refreshment