



TRAINING OF TRAINERS - CO BUILDING A GOOD GUIDANCE (12 HOURS)

OBJECTIVES

- show the didactic methodology to the trainers/trainers
- acquire the didactic methodology through direct experimentation activities

FIRST MODULE

Session n.	Subject Activity	Responsible	Used Materials	Obs.
1.a TEAM BUILDING AND PRESENTATION OF THE GROUP	Opening of the course, welcoming the trainees. Participants presentation. Course presentation (aims, activities, etc.) Group rules	Trainer		
1.b PRESENTATION OF THE PROJECT	Introducing the project "Co-Building a Good Guidance" (presentation PPT): aims, activities, results	Trainer	Pc Video-projector	
1.c PRESENTATION OF THE ACTIVITIES OF THE PROJECT	The trainer illustrates the activities of the CoBGG TOI: - Analysis - Contest - Dissemination	Trainer	Pc Video-projector	
1.d PRESENTATION OF MOVIES SHOOTING TECHNIQUE	The expert explain the basics of movie shooting: - scenography - shooting - direction - acting	Expert	Pc Video-projector	
1.e DEBATE	At the end of the session, trainer and trainees discuss about the project and the realization in each classroom/school.	Trainer	Blackboard Posters Markers	

SECOND MODULE

Session n.	Subject Activity	Responsible	Used Materials	Obs.
2.a PRESENTATION OF THE OBJECTIVES AND THE RULES OF THE	The project aim is to guide trainees toward the profession and to improve their understanding of the training they	Trainer	Blackboard Posters Markers	

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<p>DIDACTIC PROJECT</p>	<p>are making in relation with their professional profile.</p> <p>Rules:</p> <ul style="list-style-type: none"> - it is possible to use all visual arts, provided that the final result can be digitalized for its transfer - in case a video or a presentation is chosen, it cannot last more than 3 minutes - trainees must work directly, sharing tasks and responsibilities - the trainer/teacher has the duty to guide students and to manage time. All decisions must be taken by trainees. 			
<p>2.b PROJECT DESIGN: BRAINSTORMING</p>	<p>The class group decide the type of visual art to be used.</p> <p>Once the visual art is chosen (the mean), the group starts the brainstorming about the product.</p> <p>It is suggested to let all trainees speak, expressing their ideas, without any judgment from the trainer/teacher.</p>	<p>Trainer</p>	<p>Blackboard Posters Markers</p>	
<p>2.c PROJECT DESIGN: PROJECT SET UP AND DISTRIBUTION OF TASKS/RESPONSIBILITIES</p>	<p>The group evaluates each proposal, trying to improve it. The group chose one idea to start its representation.</p> <p>The evaluation should take into account the competences shared among the group and the individual ones, the means at disposal and timing.</p> <p>Responsibilities are shared according to individual needs/characteristics.</p>	<p>Trainer</p>	<p>Blackboard Posters Markers</p>	
<p>2.d PROJECT DESIGN: ESTABLISHMENT OF</p>	<p>The group define the scenes or the steps of the project in plenary.</p>	<p>Trainer</p>	<p>Blackboard Posters Markers</p>	

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Conferenza della Svizzera italiana per la formazione continua degli adulti





Programma di apprendimento permanente



THE SCRIPT OR DRAFT – List of scenes or steps				
2.e PROJECT DESIGN: ESTABLISHMENT OF THE SCRIPT OR DRAFT – Drawing up scenes/steps	The group is divided in subgroups with the responsibility to write the scenes or to draft the different phases/steps of the project.	Trainees	Sheets Pens	
1.f PROJECT DESIGN: ESTABLISHMENT OF THE SCRIPT OR DRAFT – Reading and correction scenes/steps	After the subgroups finished their work, each group present its work in plenary. All trainees can suggest notes and improvements. Finally, trainees can try to compose or recite the product to draft the final result.	Trainees	Sheets Pens	
2.g DEBREEFING	At the end of the session, trainees analyze the methods used, they comment on the role of trainer and learner, the strategies of the groups and the timing.	Trainer		

THIRD MODULE

Session n.	Subject Activity	Responsible	Used Materials	Obs.
3.a ORGANISATION MEETING	Trainees continue the work done in the previous session. Trainees share again distribution of tasks. The group decide the time and schedule needed to develop the project. The trainer has the main role of time keeper and coach.	Trainer/ Responsible Trainee	Sheets Pens	
3.b PROJECT DEVELOPMENT (VIDEO RECORDING)	Trainees record the scenes. The trainer has the main role of time keeper and coach.	Responsible Trainee/ Trainees	Camera Video Camera Posters Markers Other material	
3.c PROJECT DEVELOPMENT (VIDEO EDITING)	Trainees learn how to use different video editing software and on-line open sources programmes.	Trainer/ Expert	Pc Video- projector	

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3.d DEBREEFING	At the end of the session, trainees analyze the methods used, they comment on the role of trainer and learner, the strategies of the groups and the timing.	Trainer		
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FOURTH MODULE

Session n.	Subject Activity	Responsible	Used Materials	Obs.
4.a ORGANISATION MEETING	Trainees continue the work done in the previous session. The group organizes subgroups tasks for the finalization of the product: scene editing, music, subtitles, final editing of the product. Once the tasks are divided in the group, trainees start to work.	Trainer/ Responsible Trainee	Sheets Pens	
4.b EDITING/FINALIZATION OF THE PROJECT	The final video or presentation is edited. The trainer has the role to solve relational or communication problems, to motivate trainees and to keep timing.	Responsible Trainee/ Trainees	pc with video editing software Internet access	
4.c DEBREEFING	At the end of the session, trainees analyze the methods used, they comment on the role of trainer and learner, the strategies of the groups and the timing.	Trainer		
4.d FINAL EVALUATION – All together	At the end of the course there is an evaluation about methodologies and final products/results. The evaluation instruments are presented to the group and it starts the self-evaluation (while in the classes the trainer will has to use them to evaluate trainees).	Trainer	Blackboard Posters Markers	
4.e FINAL EVALUATION – Small Groups	The participants set up the transfer method to be applied in the classes working in groups.	Trainees	Sheets Pens	

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