

IMO 6.09 Training course for instructors Course Structure and Session Objectives

Day 1

XXXXXXX Enrolment – From Home

0900-1200 Introduction and STCW 2010

Lecturer will go through the PowerPoint on STCW 2010 and show nautilus video on STCW 2010.

After the session, the candidate will be able to understand the importance of Competence based training requirements of STCW 2010

1200-1330 Effective teaching environment – Practical Techniques – Public Speaking

Lecturer will go through the powerpoint on Public speaking effective communication. After the session candidates will have knowledge of basic techniques required for speaking in public.

1400-1600 Public Speaking and Informal talk – **TASK 1**

Trainee instructors to deliver the 5 to 10 minute talk as explained in task 1 in the handout. The talks could be delivered to the whole group or the class could be subdivided into smaller groups to allow time for every participant to deliver a talk. This is an informal practical session, introduced early in the course so that the trainee instructors have the opportunity of speaking to the group informally.

1600-1730 Teaching Aid - Handout

Candidates to review different types of handout supplied by the instructor. After this session candidates will be able to understand why is the handout needed? When the handout is to be given out? What type of handout should be used?

Home Work Create a Handout – **TASK 2 (5 hours)**

Candidates to prepare a handout as instructed in task 2 in the Handout

Day 2

0900-1030 Role of Instructor and Trainee in education

Lecturer will go through power point on role of instructor and trainee in education. After the session candidate will have the understanding of role of the trainer with particular emphasis on the delivery of competence based training. The candidates will be able to establish how they see their role and how their future students may see the role of the trainer.

1030-1200 Communications

Lecturer will go through power point on communications. After the session candidate will have the understanding of the effect of non verbal communications and seating arrangement.

1200-1330 Planning The Learning Process

Lecturer to go through the powerpoint on planning the learning process. After the session candidates will have the knowledge to produce a suitable work schedule based on STCW competency table, IMO model course or MNTB guidelines.

1400-1500 Teaching Methods - Q & A – **TASK 3**

Candidates to go through task 3. This will give them an appreciation of importance of Q & A as a teaching method.

1500-1600 Smartboard, Charts and digitizer

Lecturer to demonstrate use of smartboard, digitizer and document camera. Candidates to have hands on experience with using smartboard, digitizer and charts. This will give them an appreciation of importance of smartboard, digitizer and charts as a teaching aid.

1600-1730 Teaching Method – The lecture – Lesson Plan

Lecturer to demonstrate use and types of lesson plans. After the session candidate will have the understanding of principles of lesson planning and have the knowledge of producing a suitable lesson plan and a teaching plan.

Home Work Plan a Scheme of work – **TASK 4** – (5 Hours)

Candidates to prepare a scheme of work as instructed in task 4 in the Handout.

Day 3

0900-1330 Teaching Methods – The lecture – Practical Work – **TASK 5**

Trainees should make up a Teaching plan for an entire lecture and then prepare a 10 minute introduction to a formal lecture using smartboard

1400-1600 Teaching Aid (OHP/ Document Camera)

Lecturer to demonstrate practical use of (OHP/ Document Camera). Candidates to demonstrate practical use of (OHP/ Document Camera).

1600-1730 Teaching Methods – Case Study

Lecturer to show various examples as to how to use case studies.

Home Work Case Study – **TASK 6 (5 hours)**

Candidates to go through task 6 as instructed in the handout. This will give them an appreciation of importance of use of case studies as a teaching method.

Day 4

0900-1030 Teaching Methods - Groups

Lecturer to go through powerpoint on Teaching methods - Groups.
After the session the candidates will have the understanding of benefits of group work and the organisation of group work in the classroom

1030-1200 Teaching Methods – Games and Role play – **TASK 7**

Lecturer to demonstrate the use of games and role play for teaching purpose.
Candidates to do the task as instructed in task 7 in the handout.

1200-1330 Task – Simulation – **TASK 8**

Candidates to carry out task 8 in the handout. This will give them an appreciation of importance of simulation as a teaching method.

1400-1500 Teaching Aids - Videos

Lecturer to provide various training videos to candidates to review. The candidates to decide which key points the material makes. Candidates should also make up a list of question based on videos provided.

1500-1730 Design a new course of study

Lecturer to go through PowerPoint on designing a new course and show practical examples as to how MNTB guidelines can be used to design a new course.

Home Work Design a new course of study – **TASK 9 (5 hours)**

Candidates to carry out the task 9 as instructed in Handout.

Day 5

0900-1030 Modern Teaching Aids

Lecturer to through powerpoint on modern teaching aids. After the session candidates will have the knowledge of various modern teaching aids such as internet, hot potatoes, quiz makers, CBT, Moodle etc

1030-1200 Teaching Aid – Selecting a visual aid

Candidates will be provided with a number of exercises, where they will be provided with a topic and teaching scenario and then they will decide which visual aids would be most useful in teaching the topic in that particular session.

1200-1330 Evaluate Learning and Teaching - **TASK 10**

Lecturer to go through PowerPoint on Evaluation of learning and teaching. Candidate to perform task 10.

After this session candidates will be able to analyse the uses of evaluation, identify measurements of performance, select appropriate evaluation methods and identify the need for quality management system.

1400-1500 Course Evaluation - **TASK 11**

Candidates to go through task 11. This will give them an appreciation of importance of evaluating a course.

1500-1730 Final Presentation – **TASK 12**

Candidates to deliver task 12. Candidates should implement all the tools and method they have learnt during the instructor course.

1730 Cert Issue

Lecture and activity = 40 hours

Homework Activity = 20 hours

TOTAL = 60 Hours