

Payment

The fee should be paid in advance by bank transfer to ADPC account or deposited at the time of course registration in cash or cheque. Kindly confirm your mode of payment in the application form.

A deposit of 15% is required from individual participants without a sponsoring organization who are planning to make payment at the time of registration. Cheques should be made payable to the **Asian Disaster Preparedness Center**.

Registration will be in the first morning of the course. Payment by bank transfer or deposit should be paid at least three weeks prior to the course.

Cancellation

If you are unable to attend, a substitute delegate is welcome to attend in your place. A full refund, less 15% administrative charge will be provided if attendance is cancelled.

Application

Interested persons can apply directly but preference is given to those nominated by their employer organizations / departments.

Application should be made on ADPC Application Form, which should be sent by fax or in an attached file through email to the email and numbers given at the end of this brochure.

For applicants being sponsored by an organization, a letter of support from the organization is required. Further pre-course information will be provided once your nomination is accepted.

The form for on-line applications can be found on the ADPC website at:

<http://www.adpc.net/training/form.html>

Asian Disaster Preparedness Center

Established in 1986, ADPC is the lead regional resource center dedicated to disaster reduction in Asia and the Pacific.

ADPC works with governments, communities and NGO's of the Asia and Pacific region to strengthen their capacities in disaster preparedness, mitigation and response through professional training, technical assistance, regional program management, information and research.



Contact Address

The Manager
Training Resource Group
Asian Disaster Preparedness Center (ADPC)
Asian Institute of Technology,
P.O. Box 4 Klong Luang, Pathumthani 12120,
Thailand
Phone: (+662) 516 5900 to 10 ext 330 or 328
Fax: (+662) 524 5360 / 5245350
Email: tedadpc@adpc.net
Website: <http://www.adpc.net>



adpc

Skills for Effective Trainers

*The 1st
Regional
Training Course
SET-1*

Asian Disaster Preparedness Center

17-21 October, 2005
Bangkok, Thailand

The 1st Regional Training Course on Skills for Effective Trainers (SET-1)

Purpose of the Course

The purpose of this course is to provide the participants with training methodologies and specific personal skills that will assist them in developing and delivering effective training. The course is designed to enable the participants, specifically those working in research, teaching, management, development and donor agencies, to effectively develop, present and manage training programs.

Objective of the Training

The participants will receive information that will enable them to:

- Determine instructional approaches
- Guide development of instruction
- Develop interactive instruction components
- Develop teaching styles and methods
- Use training aids effectively

Course Delivery Strategy

The course will promote the sharing of relevant technical and managerial skills and knowledge through a participatory approach, which will include:

- Interactive lectures
- Group work
- Classroom exercises
- Group presentations
- Individual participant presentations
- Assessments
- Discussions
- Research



Course Contents

The course content includes:

1. Informing and instructing techniques
2. Information and instruction
3. Communication and platform skills
4. Communication barriers
5. How to make a presentation
6. Planning a lesson: the development steps
7. Use of communicative visuals
8. Audio visual equipments and its use in training
9. Methods of instructions
10. Facilities and course coordination
11. Class room management
12. Testing and evaluation

Language

All teaching and course materials are in English. Therefore, it is essential that participants are fully conversant in English.

Resource Persons

Internationally experienced practitioners and experts from different organizations will complement ADPC's in house expertise to conduct and facilitate the SET-1 course.

Boarding and Lodging

Food is reasonably priced in Thailand at about USD 3-5 per meal. All participants will be accommodated at the AIT Conference Center. The room rate is USD 25-30 per night for single room and USD 15-18 per person for shared accommodation. Participants who prefer to stay in single room should inform ADPC in advance so that reservations can be made accordingly.

This course will develop the learner's skills to effectively develop, present, and manage training programs.

Course Fee

The course fee is USD 1,000 per participant, which includes the cost of course materials (books, CD, handouts) and morning and afternoon tea.

Learners will have access to internet and email for the duration of the course. Computers and printers are provided to assist participants to meet course requirements.

Note that the fee covers tuition and material only. Boarding and lodging, although arranged by ADPC, is to be paid by the participants. Travel is to be arranged and paid for by the participants.

Early Birds Discount

Participants making payment for attendance at the SET-1 before 31st August 2005 will receive a special early bird discount of 10% on the course fees.

Group Discount

ADPC has established an agreement, which recognizes the special needs of sponsoring organizations that wish to send large groups to the course. This operates when one single organization decides to send a group of five persons to the course, in such a case the course fee will be waived for a sixth participant from that organization.

