World Meteorological Organization

Working together in weather, climate and water

WMO

Guidelines for WMO Short Term Training Activities

How do you begin to develop your training plans?

Start with the Traditional Reporter's Questions

Reporter's Questions

Why are you conducting this training?

What do you want the participants to be able to do?

Who should participate in this training?

Where do you implement the training?

How will you implement this training?

When will you conduct the training?

Why are you conducting this training?

- **Training Needs**
  - National
  - Regional
  - Global

- **According to**
  - Surveys
  - Needs Assessments
  - Gap Analysis
  - RAs
  - TCs

NEEDS ASSESSMENT PROCESS

1. Identify Problem or Need

2. Determine Needs-Assessment Design

3. Collect Data

4. Analyze Data

5. Provide Feedback

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What do you want participants to be able to do?

Learning Objectives should be:
- Result-oriented
- Focused on important aspects of the job
- Measurable
- Action-oriented
- Written in terms of perform
- Specific
- Descriptive

The **ADDIE** Model

Who should participate in this training?

– **Participants**
  - Target participants
  - Maximum Nr of Participants
  - Minimum requirements
    – Prerequisites
    – Selection Criteria

– **Lecturers**
  - Internal
  - External (WMO, RTCs, etc.)

– **Staff**
  - Senior Management
  - Administrative staff
  - Technical support

Where do you implement the training?

- **Facilities**
  - Classroom (Requirements & Equipments)
  - Laboratories (PCs, Software Packages, Instruments)
  - Breakout places
  - Cafeteria, Restaurant (Breaks, Meals)

- **Accommodation**
  - Guest House
  - Hotel

- **Transportation**
  - Between Airport and RTC
  - Between Accommodation and RTC (if needed)
  - Technical Tours
  - Cultural Excursions

How will you implement this training?

- **Finance**
  - Estimated Cost
  - Budget (Proposal, Approval, etc.)
  - Sponsors (Agreements, Conditions)

- **Language**
  - Interpretation?
  - Translation?

- **Other Organizational Needs**
  - Badges
  - Certificates
  - Placards/Banner
  - Nameplates

When will you conduct the training?

– **Organization (Work Plan)**
  - Announcement (at least 3 months before course)
  - Deadline for nominations (6 weeks before course)
  - Selection of Participants
  - Start Date
  - Duration

– **Implementation (Timetable)**
  - Opening Ceremony
  - Training Slots
  - Coffee & Lunch Breaks
  - Excursions
  - Closure

What support can you expect from WMO?

What can RTCs expect from WMO?

- **Subject Choice**
  - Members' needs (RAs, TCs, Surveys, etc.)
  - Priority areas decided by WMO Congress

- **Content**
  - Contribute at the preparation phase
  - Review and improve before announcement

- **Lecturers**
  - WMO Secretariat (Technical Departments)
  - WMO Expert Teams
 - Institutions (RTCs) and NMHSs

What can RTCs expect from WMO?

- **Teaching Resources**
  - **Materials & Publications**
  - **DL Modules (e.g. COMET)**

- **Selection of Participants**
  - **Geographic distribution, Needs, LDCs, etc.**

- **Partial Financial Support**
  - **To participants, sometimes to lecturers**

- **Announcement**
  - **Circular Letter**
  - **ETRP Website**
  - **ET-NFPs & RTCs Network**

What does WMO expect from RTCs?

Start consultation at least 6 months before course start date
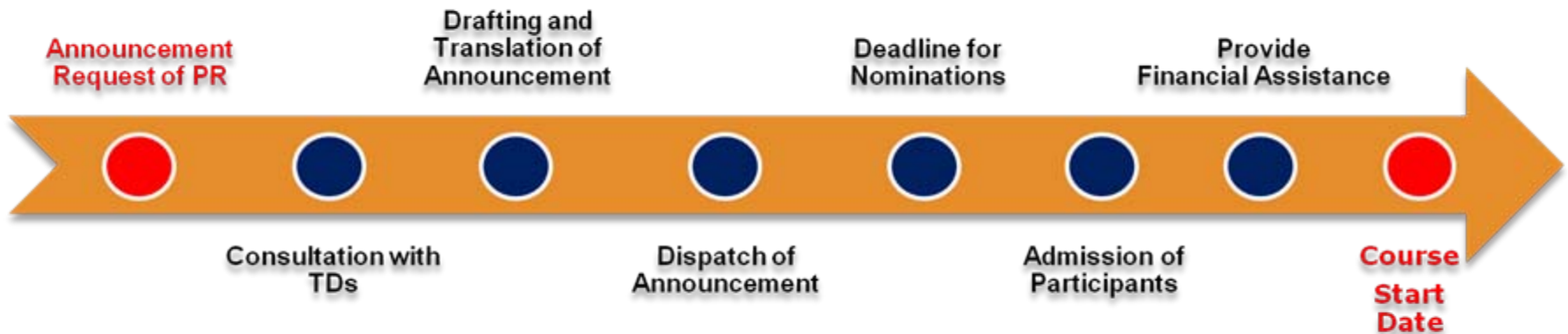
Request from PR

- **Course Information**
  - ✓ **Title**
  - ✓ **Objectives or Learning Outcomes**
  - ✓ **Content**
  - ✓ **Course Format**
  - ✓ **Instructors**
  - ✓ **Selection Criteria for Participants**
  - ✓ **Dates and Venue**
  - ✓ **Language**
  - ✓ **Financial Conditions**
  - ✓ **Accommodation and Meals**
  - ✓ **Contact Person**

- **Nomination Form**
  - ✓ **Relevant fields linked to the selection criteria**
  - ✓ **Deadline (at least 2 months before course start date)**
  - ✓ **PR Signature/Endorsement**
  - ✓ **Nomination Return Address**

Admission Letter from RTC to Participant

– **Information Note for Participants**
  - ✓ Venue
  - ✓ How to reach
  - ✓ Transportation
  - ✓ Accommodation and lodging
  - ✓ Visa information
  - ✓ Local information (climate, currency, electrical, etc.)
  - ✓ Insurance responsibilities
  - ✓ Emergency numbers

– **Detailed Course Programme**
  - ✓ Registration and opening
  - ✓ Training slots
  - ✓ Breaks (Coffee & Lunch)
  - ✓ Technical and cultural activities
  - ✓ Certificates and closure