# Training of Trainers

**Camp Management Camp Coordination**  
**Hotel Royal Taunggyi, Taunggyi, Shan State**  
**20 March – 24 March 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1 March 20/Monday</th>
<th>Day 2 March 21/Tuesday</th>
<th>Day 3 March 22/Wednesday</th>
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<th>Day 5 March 24/Friday</th>
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| 08.30-10.00 | Registration  
Session 1 – *Introduction*  
ALL | RECAP  
Session 5 – *Designing a training event, Managing the group, time and space* | RECAP – *San Mai*  
Session 9 – Participant-led session  
*Introduction to CCCM* | RECAP – *TMK*  
Session 13 – Participant-led session  
*GBV* | RECAP – *KSK*  
Session 17 – *Protection* |
| 10.00-10.30 | TEA BREAK | | | | |
| 10.30-12.00 | Session 2 – *Introduction to the CCCM Training Roster and Marketplace of CCCM Tools* | Session 6 – *Coaching/Mentoring* | Session 10 – Participant-led session  
*Roles and Responsibility* | Session 14 – Participant-led session  
*Camp Site Selection, Planning and Set Up* | Session 18 - Participant-led session  
*Action Planning* |
| 12.00–13.00 | LUNCH BREAK | | | | |
| 13.00–14.30 | Session 3 - *Adult Learning Principles* | Session 7 – *Tips for flipcharts Working with translation The PowerPoint and you.* | Session 11 – Participant-led session  
*Coordination & Information Management* | Session 15 – Participant-led session  
*Care and Maintenance* | Closure |
| 14.30–15.00 | TEA BREAK | | | | |
| 15.00–16.30 | Session 4 - *Instructions for the participant lead Session days* | Session 8 – *Model Session Coordination/Information Management* | Session 12 – Participant-led session  
*Participation* | Session 16 – Participant-led session  
*Camp Closure / Durable Solutions* | Group Activity |
| 16.30-17.30 | Working groups’ preparation | Working groups’ preparation | Working groups’ preparation | Working groups’ preparation | Group Activity |
Notes:
Participants are encouraged to be at the session hall on time.
Participants are to arrive on the 19th March 2017

Instructions on How the Groupings will be done:

- On Day 1, Participants will be provided instructions for their presentation groupings.
- Participants will be grouped into pairs (by 2’s) and made to count from 1 to 10.
- Since there are 25 participants, the result would be 5 groups with 3 members (15 pax) and 5 groups with 2 members (10 pax)
- The modules will NOT be assigned to the participants but rather it will be drawn through “lucky draw”
- A separate draw will be done for the trios (3’s) and similarly a separate draw will be done for the duos (2’s) as some topics are heavier than the others.
- During the presentation, each duo or trio will be provided strictly 1 hour to present their module.
- The duo or trio may opt to present in English or in MM language. Presentations must be monolingual and not bilingual and this has to be established at the beginning of the presentation.
- There will be an evaluation every after each presentation which will be for 30 minutes strictly.
- A chief evaluator will be assigned to do the ranking.
- Members of the plenary will be allowed to provide feedback.
- A separate instruction on giving and receiving feedback will be handed out during the training