



Training of Trainers
Camp Management Camp Coordination
Hotel Royal Taunggyi, Taunggyi, Shan State
20 March – 24 March 2017

Time	Day 1 March 20/Monday	Day 2 March 21/Tuesday	Day 3 March 22/Wednesday	Day 4 March 23/Thursday	Day 5 March 24/Friday
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 (10pax)
- 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