

Training Agenda for TOT on implementing training activities for labour inspectors

Ninh Binh, 23 – 25 March 2016

Time	Content	Facilitator/presenter
8:00-9:15	<ul style="list-style-type: none"> Opening Getting to know each other Participants' expectations and contributions Pre-test Training materials introduction 	MI & ILO ILO Participants ILO ILO & Training Coordinator
9:15-10:00	<ul style="list-style-type: none"> Roles and responsibilities of labour inspector according to international standards (45') 	ILO Expert
10:00-10:15	Break	
10:15-12:00	<ul style="list-style-type: none"> Roles and responsibilities of labour inspector according to international standards (Cont.) (45') Adult learning principles (60') 	ILO Expert TS Trainer
12:00-13:30	Lunch	
13:30-15:00	<ul style="list-style-type: none"> Training skills 	TS Trainer
15:00-15:15	Break	
15:15-17:00	<ul style="list-style-type: none"> Training skills 	TS Trainer

Day 2: 24/03/2016

Time	Content	Facilitator/presenter
8:00-10:00	<ul style="list-style-type: none"> Training skills Training methods using participatory approach 	TS Trainer
10:00-10:15	Break	
10:15-12:00	<ul style="list-style-type: none"> Training methods using participatory approach 	TS Trainer
12:00-13:30	Lunch	
13:30-15:00	<ul style="list-style-type: none"> Energizer (5') Training plan and mock-up sessions preparation (85') 	Participants Goups
15:00-15:15	Break	
15:15-16:55	<ul style="list-style-type: none"> Group 1's mock-up session (30') Group 2's mock-up session (45') Comments for practices of group 1,2 (20') Group discussion on training materials (5') 	Group 1 (2) Group 2 (3) Experts (TS, MI, ILO) and others All
16:55 -17:00	<ul style="list-style-type: none"> Wrap-up day 2 	All

Day 3: 25/03/2016

Time	Content	Facilitator/Presenter
8:00-10:00	<ul style="list-style-type: none">• Warm-up (10')• Group 3's mock-up session (45')• Group 4's mock-up session (45')• Comments for practices of group 3, 4 (20')	Participants Group 3 (3) Group 4 (3) Experts (TS, MI, ILO) and others
10:00-10:15	Break	
10:15-12:00	<ul style="list-style-type: none">• Group 5's mock-up session (45')• Group 6's mock-up session (45')• Comments for practices of group 5, 6 (15')	Group 5 (3) Group 6 (3) Experts (TS, MI, ILO) and others
12:00 -13:30	Lunch	
13:30-15:00	<ul style="list-style-type: none">• Energizer (5')• Group 7's mock- up session (45')• Comments for practices of group 7 (5')• Group discussion on training materials (35')	Participants Groups 7 (3) Experts (TS, MI, ILO) and others All
15:00-15:15	Break	
15:15- 17:00	<ul style="list-style-type: none">• Post- test• Training evaluation• Certificate and closing	ILO ILO MI& ILO