

MIMU



Myanmar Information Management Unit



Approaches to Virtual Training

December 2020



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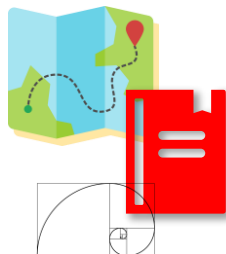
After the Training

General Suggestions

Before the training -- Planning

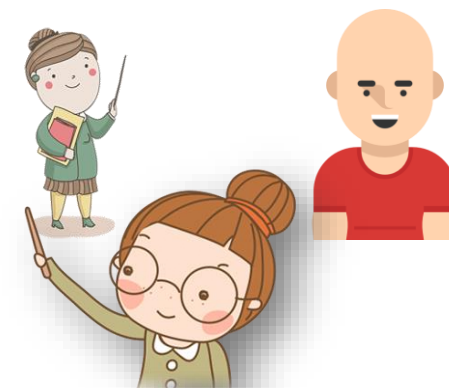
• WHAT

- Type of training, name of training.
 - Contents. Theory, practice exercises, tests.
 - Level. Beginners, intermediate, advanced
- Purpose of training
 - Objectives, goals, capacity building strategy
- Language of training. Translations if required
- Frequency. Calendar of trainings
- Testing / evaluation methods. Define questions, scores, rules to present, time, etc



• WHO

- Participants
 - Target. Profile of participants: *technical, public employees, coordinators, academic, humanitarian, etc.*
 - Number
 - Direct invitation, open invitation. **Define criteria for selection (availability, daily tasks, profile, type of orgz., prioritized orgz., use of skills, etc)**
 - Application. Questionnaire, form, website
 - Selection of participants. Register forms (Google)
 - Letter of commitment/supervisor
- Trainers
 - Teaching skills, Experience



Before the training -- Planning

• HOW

- Methodology
 - Type of training. Control timing, breaks, use of camera, use of microphone, split in groups, number of assistants vs. number of trainers
 - **Assistance control.** Daily, random questions, verification



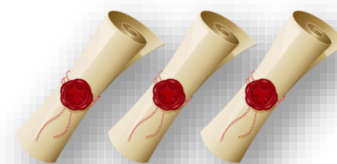
- IT resources
 - Hardware. Laptops, screens, sound, Wifi, 3G, electricity
Considered for everybody
 - Platform. Evaluate options, test in advance, choose, train trainers
 - Testing / evaluation methods. Define platforms, scores, etc
 - Training evaluation survey. Define survey, form, platform

• Materials

- Provide data (or own) data, software, documents, sites, etc
- Share agenda
- Platform to share Google Drive, Dropbox, OneDrive, etc

• Certificates

- Design template, add correct logos, signature, deliver, keep record



• WHEN

- Local calendar (holidays) / context
- Number of days
- Hours per day. Verify for public employees
- Agenda



Before the training -- Comments

• IT

• Platform

- Some participants don't have experience in the use of the platform (mute/unmute, screen share, hand raise, video, chat box, etc.)
- Is necessary to train in the use of the selected platform
- In case of Zoom, test in advance the "Rooms" option for better experience
- This **must be verified before** the training

zoomrooms

• Materials sharing

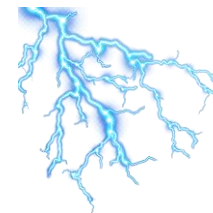
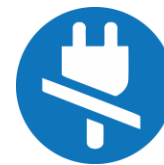
- Assure the access from all participants to material shared in the selected platform. Also **verify required software installation**



- Is recommended that participants should use same mail account that are used in registration. However consider people uses more than one mail account, personnel and laboral.

• Resources

- Some participants and trainers have limited internet connection and electricity can be also unstable (e.g bad weather, remote area, electric cuts, etc.)
- Provide trainers with external modems or 3G data service



3G

• PARTICIPANTS

- Last QGIS MIMU training attracted close to 300 applicants from +100 organizations. **18 were selected for 3 trainers**
- During application process, the form must compile enough information to make selection easier and faster
- Verify participants background / profile
- Confirm the assistance by mail and/or phone



During the training

•GENERAL ASPECTS (FIRST DAY)

- Methodology
 - Verify access and use of platform
 - Verify assistance
- **Verify software installation. Same version for all**
- Ask to participants the validation of their data in form
- Inform agenda, break times, start and end time of sessions, conditions of assistance, agree on minimum rules
- Inform about the test and final project/exercise



- Login in ZOOM with name and organization
- All trainers must have “Host” profile in ZOOM



- IT resources
 - Ask who may have wifi and power issues
 - Ask who has secondary screen



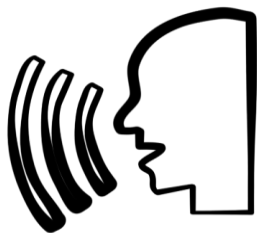
- Materials
 - Confirm everybody accessed to shared data
- Introduction, opening speech/words
 - Confirm, refresh **what was agreed on the planning**



During the training

•GENERAL ASPECTS (OTHER DAYS)

- Talk clear, slow. Use short sentences



- Patience. Many repeated questions will be done



- Constantly verification if everybody is listening and watching the presentations



- Keep in mind the inexperience of the participants (also trainers) in the use of resources

- Assistance control. Daily call, Random questions. ZOOM provides a detailed report of the minutes people are connected, so is easy to calculate the % of assistance. **Inform the participants their assistance in case someone is missing**



- If a participant misses more than one session, would be delayed of the rest of the participants. So, must be considered the continuity of not according to the situation
- May be difficult to gather the participants after the break time

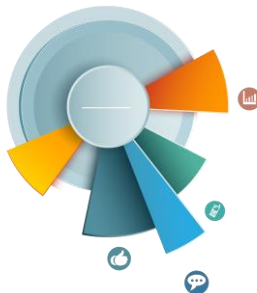
During the training

•GENERAL ASPECTS (OTHER DAYS)

- Some participants share the ZOOM account, as a result is possible to see one “multiple- connected” person at the same time. Also, is possible to connect simultaneously from the mobile and the laptop



- Encourage the participation aiming to measure attention and learning
- Use visual resources as graphs, charts, maps, videos, etc



- Remember and send the final project/exercise to participants. Also inform the rules to develop and present

- Inform and send the test to participants. This test WILL NOT affect the certification



- Take a picture!! For the record
- Send evaluation survey to be filled by the participants



After the training

• GENERAL SUGGESTIONS

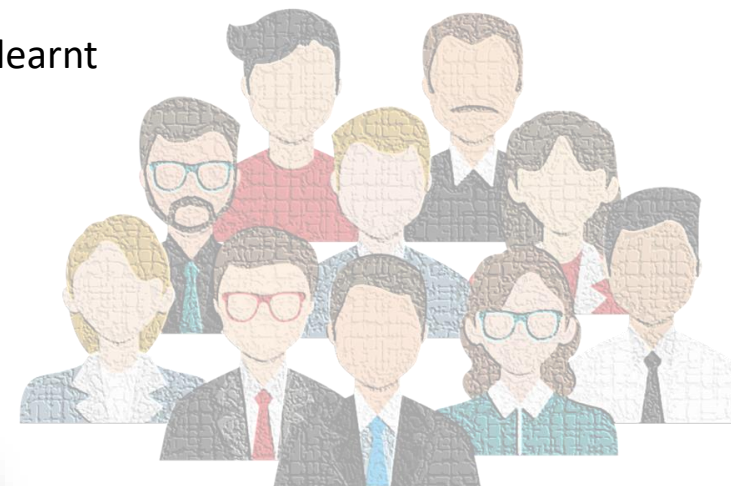
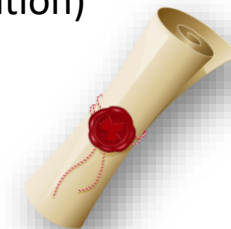
- The certificates must be provided after review participant attended at least 80-90 % of the total (flexibility upon the situation) and accomplishment with all the requirements filled
- Certificates must be sent signed the next week after the end of the training
- Receive, review and comment the test with the participants
- Main objective of the test and final project is to measure the learning and clarify ideas
- Training evaluation survey must be filled by the participants. Anonymously
- Collect success stories from participants who joined the MIMU training
- Feedback, experiences, summary. Team must meet, compile, discuss, analyse and record lessons learnt to improve future trainings
- MIMU has the trainings videos and material on the website

• Pros

- People from outside of Yangon can join the training without travelling
- No need to arrange training venue
- Cost savings for logistics issues

• Cons

- Subject to an internet connection
- Limited communication between trainers and trainees
- Less networking and social interaction





Doubts? Comments?

