**Programmatic Cooperation Framework for
Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine and Belarus**

Funded
by the European Union
and the Council of Europe

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Implemented
by the Council of Europe

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Civil Service Commission under the
President of the Republic of Azerbaijan

**CoE/EU Eastern Partnership Programmatic Co-operation Framework (PCF)
Strengthening capacities to fight and prevent corruption in Azerbaijan
www.coe.int/pcfazerbaijan**

Training-of Trainers Workshop on Ethics

AGENDA

Baku, 3-4 December 2015

Hilton Hotel

1B Azadliq Avenue, Baku

Thursday, 3 December 2015

09:00 – 09:30   Registration of participants

09:30 – 10:00   Introduction and workshop expectations:
- Aims of the training workshop
- Feedback on expectations

10:00 – 10:45   Outline of training context and future needs on public ethics
- Vision, strategic approach and training capacities
- Future needs and training goal and objectives

10:45 – 11:00   Coffee break

11:00 – 13:00   Group-discussion and feedback on topical ethics training outputs:

- Review and/or development of training curricula and materials on ethics

- Content design and topics to be included for ethical training curricula (2 days, 1 day, half-day)

- Timetable of topics and information

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13:00 – 14:30   Lunch

14:30 – 15:45   • Selection and adaptation of ethics training methods to be used (lectures, seminars and workshops, interactive methods and case studies, computer-based training/e-learning)
• Factors affecting the choice of training methods
• Training materials/aids: training guide and materials, supporting appendices and tools, participants' guide, checklists, evaluation tools, others.

15:45 – 16:00   Coffee break

16:00 – 18:00   How to prepare a lecture?
-    Brainstorming on methodological steps (objective, participants/behaviour, content, sequence, structure, use of visual aids, delivery, review and feedback)
-    Group-work on designing and delivering a small lecture on a specific topic

Friday, 4 December 2015

09:30 – 11:00   • How and when to use interactive methods
• Participants knowledge, skills and attitude vs. learning methods used

11:00 – 11:15   Coffee break

11:15 – 13:00   Overview of trainer's techniques and tools:

➢ Development of trainer's presentation skills and abilities

➢ Most frequent training exercises

13:00 – 14:30   Lunch

14:30 – 15:30   Ethical Dilemmas in Public Service
• Work-group and presentation/discussion on two case studies

15:30 – 15:45   Coffee break

15:45 – 16:30   Training result evaluation tools
• Training feedback questionnaire form
• Trainees' test standard form