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| Lesson: 0 – Course Opening | **Duration: 15-60 Minutes** |
| **Resources required:**   * Laptop or PC running an operating system with an office suite (capable of showing pptx) * Projector and display screen * Internet access (if available) * Whiteboard * Whiteboard pens (at least 2 each of blue, black, red and green) * 2 Flipcharts with adequate paper * Student notepaper and pens * Stapler, hole punch and scissors * Blu tack or a similar product to allow for paper to be affixed to the walls temporarily * Printer to print the leaflet * Files: Session 0 – Course Opening.pptx, Session 0 - Leaflet.docx | |
| **Aim:** To provide the delegates with information about the need for the training course and its aim and objectives. To ensure that they have sufficient information about the programme of activities and the timetable. Provide information about the health, safety and administrative details of the course. Introduce the delegates to the trainers and other delegates. | |
| **Objectives:**  By the end of the lesson the students will be able to:   * Identify the trainers and fellow delegates * Discuss the overall aim of the course * List the modules and activities of the timetable * List the health and safety procedures for the venue | |
| **Introduction**  This is the opening session of the course. During this session the delegates will be introduced to the trainers and the other delegates. The course aim and objectives will be explained along with the methods of teaching.  The trainer may choose to introduce “ice breakers” to encourage the delegates to become involved in the course and with each other at an early stage.  All information about this session is included in the PowerPoint presentation entitled “Session 0 – Course Opening.pptx” in the resource pack. The trainer is responsible for ensuring that the materials are up to date. Changes may be made, however the objectives should be achieved.  Depending on the number of participants and the intensity of the introduction exercise the length of this session varies between 15 minutes (very brief or no introductions) to 60 minutes (partner interviews and mutual introduction with leaflets). Note that Session 1 foresees some buffer to compensate for a longer introduction. | |
| **Practical Exercises**  The only practical exercise in this session is the introduction of the delegates and trainers. This should be conducted in a structured manner. It is good practise to allow time for mutual introductions whenever multiple nations or just different entities from the same country participate in the course. Time spent on proper introductions will be rewarded by participants who network more, are more engaged and motivated to learn and contribute during the course. This also helps to break the ice at the beginning of the course. A leaflet “Session 0 - Leaflet.docx” has been produced as an example for an introduction leaflet. | |