

Regional Training of Trainers for Safer food

Mekong Institute, Khon Kaen, Thailand

March 27-31, 2023

TENTATIVE COURSE PROGRAM

Time/Session	Day 1 (March 27; Mon)	Day 2 (March 28; Tue)	Day 3 (March 29; Wed)	Day 4 (March 30; Thu)	Day 5 (March 31; Fri)
08:30–10:00 (Session 1)	Opening Program <ul style="list-style-type: none"> - Welcome remarks - Introduction of participants and facilitators - Group photo - Pre-test (Open Wall evaluation) - Getting to know each other - Setting expectations and overview of the TOT and training program mechanics 	Travel to Field/Market sites Module 2 (continued) Field Work Actual field observation and field interviews with various stakeholders	<u>8:30–09:00 AM</u> <u>BOD recap of Days 1 and 2</u> Module 3 : Participatory Planning of Training Programs for Safer Food <ul style="list-style-type: none"> - Participatory concepts in training - Food supply chain mapping - Stakeholder analysis matrix 	<u>8:00–8:15AM</u> <u>BOD recap of Days 3</u> Module 4 (continued) <ul style="list-style-type: none"> - Monitoring and evaluation in training programs - Presentation of group outputs (CDS and Training Session Plan) 	<u>8:00–8:15AM</u> <u>BOD recap of Days 4</u> Module 6 (continued) <ul style="list-style-type: none"> - Preparation of individual action plans and finalizing the CDS with training session plans and M&E of - Providing comments and suggestions for improvement
10:00–10:15	Health Break	Health Break	Health Break	Health Break	

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10:15–12:00 (Session 2)	Module 1: Sharing Country Initiatives on Food Safety and Promotion in the CLMV <ul style="list-style-type: none"> - Brief overview and mechanics of information markets - Preparation of poster charts for the information markets 	Module 2 (continued) Actual field observation and field interviews with various stakeholders	Module 3 (continued) Form the country working groups: <ul style="list-style-type: none"> - Training needs analysis - Presentation of group outputs (4 country groups) - Reflection and synthesis 	Module 5. Building Effective Trainer Competency <ul style="list-style-type: none"> - Required competencies of an effective trainer - Laws of learning - Traditional teaching versus participatory training - Choosing appropriate training methods 	Module 6 (continued) <ul style="list-style-type: none"> - Preparation of individual action plans (include planning in-country collaboration for joint implementation of action plans) - Providing comments and suggestions for improvement - Post-test
12:00–13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30–15:00 PM (Session 3)	Module 1 (continued) <ul style="list-style-type: none"> - Individual simultaneous presentation of poster charts through information markets (6 rounds: 6 countries) 	Module 2 (continued) Return to MI for “After field work activities” <ul style="list-style-type: none"> - Organize field work outputs - Process data - Write up of brief field report per group 	Module 4. Designing Effective Training Programs (Country working groups) <ul style="list-style-type: none"> - Training cycle management - Developing the Curriculum Design Statement (CDS) 	Module 5. Trainer Competency <ul style="list-style-type: none"> - Improving presentation skills - Handling difficult training situations - Training documentation 	Module 6 (continued) <ul style="list-style-type: none"> - Integration of suggestions and comments - Finalize individual and in-country collaborative action plans and CDS with session plans and M&E system - Submit outputs to TOT organizers

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3:00–3:15 PM	Working Tea Break	Health Break	Health Break	Health Break	Health Break
3:15–5:00PM (Session 4)	<p>Module 1. continued....</p> <ul style="list-style-type: none"> - Reflections and synthesis - Identify food safety standards mentioned in the presentations <p><u>4:00-5:00PM</u></p> <p>Module 2.</p> <p>Overview of Food Safety Risks and Standards</p> <ul style="list-style-type: none"> - Field work orientation - Organizing field work teams (3 groups) - Planning of activities and preparation of mini-survey questionnaires - Reading Assignment: Review MI-NZAid Food Safety booklets 	<p>Module 2 (continued)</p> <ul style="list-style-type: none"> - Sharing of field work outputs - Impressions from the field work - Reflections and synthesis - Video presentations on food safety standards and commitments 	<p>Module 4 (continued)</p> <ul style="list-style-type: none"> - Training toolbox - Preparing session plans (including a field visit) 	<p>Module 6:</p> <p>Re-entry Action Planning for Initiating Food Safety Promotion Programs</p> <ul style="list-style-type: none"> - Workshop mechanics - Preparation of individual re-entry action plans 	<p>Module 7 (continued)</p> <ul style="list-style-type: none"> - Way Forward - Closing Program