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“Instructors’ Workshop on Training Fundamentals”

Arnoma Hotel, Bangkok (Thailand)
01st November, 2014 (Saturday)
by Thomas SIM (Singapore)
Chairman – AFFA WGET
Module 4: Teaching & Learning Resources
• Introduction
• Module Objectives
• How do TLRs Contribute to learning?
• General Points of Consideration when using Teaching & Learning Resources
• The Use of Specific TLRs
• Preparation of Facilities & Training Aids
• Reflecting on this Module
Introduction

Teaching & Learning Resources (TLRs)

- refers to any stimulus material that the teacher uses in order to promote effective learning...

  - newspaper cuttings
  - multimedia CD-ROM
  - any other resources
Introduction

Teaching & Learning Resources (TLRs)

- black/whiteboards/flipcharts
- overhead projection/transparencies
- supporting notes – ‘handouts’
- videos
- computer-based multimedia packages
Module Objectives

In completing this Module, you should be able to:

• compare & contrast the range of teaching & learning resources (TLRs)
• select appropriate TLRs specific to the content and venue of your training...
• use a range of TLRs to enhance your training and to facilitate your trainees’ understandings...
How do TLRs contribute to learning?

- use of TLRs can enhance the learning process in a number of inter-related ways, by:
  
  • engaging learners’ attention & interests
  
  • re-inforcing key aspects of the subject matter *(people learn better if they can see as well as hear...)*
How do TLRs contribute to learning?

- use of TLRs can enhance the learning process in a number of inter-related ways, by:

  • acting as a focal point for learner response *e.g. Q & As*
  • adding variety to instructional methods
  • providing organized pre-packaged content knowledge…

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General Points of Considerations (using TLRs)

- **different types of TLRs have specific considerations in their use...**

  • **identify what you want to achieve?**
    
    *(e.g. emphasis, generate question, show a process, key point summary...*, etc.)*

  • **do NOT overuse TLRs...**
    
    - **overuse will confuse rather than promote learning...**
    
    - **too much on 1-type will soon lose its ability to gain attention...!**
General Points of Considerations (using TLRs)

- different types of TLRs have specific considerations in their use...

  • check that they actually work in advance
    (esp. for TLRs that involve the use of technology, such as OHP, Laptops, Projectors, Slides, Multi-medias, etc.)

  • be conscious of your own positioning & body movement when teaching & training!
    - do NOT obstruct the views of participants to any visuals you are presenting...!
Questions?

tomsim@singnet.com.sg

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The Use of specific TLRs...

Black/Whiteboards/Flipcharts

“Chalk & Talk”....

Whiteboard or flipcharts are more common today than blackboards...these are still effective TLRs...

- writing should be big & clear;
- writing should be the “running hand”, as it is easier to read than only capitals...
- be conscious of your position relative to the board/chart...
The Use of specific TLRs...

Overhead Projection Transparencies (OHT)
- one of the most commonly used TLRs, easy to prepare

- contents should fit the screen-size of the OHT in use...
- font-size should be clearly visible (20 pts or more...)
- page should not be cluttered

*(try to keep a max. of 7 sentences per transparency or 50 words – if manual is given)*

- should be a clear linkage or “sign-posting” of items on the page...
Overhead Projection Transparencies (OHT)

- one of the most commonly used TLRs, easy to prepare

- if variety of font & colors used, it should be consistent & not overused
- best colors – black, red, blue...
- the projector should NOT be kept ‘ON’ without a transparency
- do NOT block the projection with your body or hand...
- do not change transparencies too fast...!

(ensure that students have time to read/copy)
The Use of specific TLRs...

Overhead Projection - ‘Visualizers’/Imagers

- *technologically advanced projection device*
  
  - able to project image from hard write-ups
  - color-projection possible
  - saves time in preparation
  - able to write & draw on projection instantaneously...

*Epson ELPDC05 High Resolution Document Imager*
The Use of specific TLRs...

Overhead Projection - ‘Visualizers’/Imagers
The Use of specific TLRs...

**PC/Laptop Tablets (wireless)**

- **innovative and ultra-portable**
  Tablets technology getting popular today... *e.g.* Fujitsu Stylistic ST5000

  - using touch-screen technology on laptops and/or PDAs
  - projection onto LCD Projectors...
  - physical writing & drawing can be projected directly onto screens...
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Tablets
As the undisputed leader in the pen computing market, Fujitsu offers the industry’s widest selection of pen-enabled products to meet your exact requirements.

buy online

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tomsim@singnet.com.sg

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Apple iPad

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iPad Keyboard Dock

Thin 0.5” & Light 1.5lbs

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Connectivity

Performance

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Mails

Numbers
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Maps

Notes

Contacts

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Keynote

iWork

Pages

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(Thomas SIM)
Questions?

tomsim@singnet.com.sg

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Supporting Notes - Handouts

- an effective means of consolidating & developing learning, providing learners to read them for:

• it provide comprehensive account of the main learning content for a particular session/topic
• they can reinforce & emphasize key points...
• a means of revision & a guide for further learning
• enable teaching time to be employed more effectively by reducing the amount of notes to be taken, and the teacher can focus more on the key concepts, principals & models involved in the topic
Considerations for preparing ‘user friendly’ Handouts or Learning Materials

A/ When Planning

- plan the overall structure of the materials first...
- plan in such a way that they do not overlap with other materials in the course...
- ensure that the format is reader-friendly, organized & consistent!
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

A/ When Planning

- provide examples to explain the materials
- ensure ALL the objectives that you have identified have been covered...
- plan all topics at the same time so that each flows into or connects the next...
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

B/ When Designing

Design the Learning Materials in such a way that students can get what they want or need from them

Since people learn in many different ways, it is good to provide a variety of access devices such as:

- Contents Page
- Visual Sign Posts
- Advanced Organizers
- Objectives
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

B/ When Designing

- An Introduction or Overview
- Headings
- Explanatory titles
- Mind Maps, Concept Maps & Flow Diagrams
- Marginal Notes
- Summaries
- Glossary
C/ When Writing

• Use simple & Informal style
• Define technical or unfamiliar words used, in the glossary
• Avoid clichés, such as “at this point in time”
• Write in active voice
• Keep sentences and para short...
• Try to vary words & phraseology
C/ When Writing *(Text Formatting Guide)*

- 1-column layout is generally used, although a 2-column design could be used to advantage...
- Text is more easily read if it is LEFT aligned than justified. *(research shows that it is easier for the eyes to follow the flow of words...)*
- Most suitable font-sizes for reading are point sizes 10 to 12. *(particular typefaces are easier to read at different point sizes...)*
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (*Text Formatting Guide*)

- Research shows that serif fonts like “Times New Roman” are ‘more readable’ than sans serif fonts, such as “Arial”, unless the space between the lines (leading) is appropriately adjusted… “Arial” requires greater leading than “Times”
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (Text Formatting Guide)

- You may wish to follow typing-convention when using a LEFT-aligned format:
  1-space after each word & comma,
  2-space after a stop & colon

- Use BOLDFACE or ITALICS for emphasis, but do NOT overuse or double emphasize (e.g. emboldening & underlining)
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (Text Formatting Guide)

• Use BULLETS instead of numbers for list, except when the procedure must be performed in a specific order...

• Place diagrams & charts as close to the related text as possible...

• Positioning diagrams on the left with text on the right is easier for the brain to read
Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing (Text Formatting Guide)

- Headers & Footers can be used effectively to give helpful information without distracting the reader...

- Footnotes are not recommended – this often distract the reader rather than help *(materials considered relevant should be given as an Appendix)*

- Provide references if relevant...

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Considerations for preparing ‘user-friendly’ Handouts or Learning Materials

C/ When Writing *(making them interactive)*

- **Skeletal Notes** – this could encourage students to make notes as they listen to a lecture in a way that suits them best...

- **Omitting Key Words or Sentence** – This will help to maintain attention, since the listener will want to pick up those words or sentences...

- **In-text questions** – this will help to make students think & work while listening to a lecture...
Questions?

tomsim@singnet.com.sg

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The Use of specific TLRs...

**Videos/VCDs/DVDs/Mpegs/Movies**

- can be useful TLRs in that they provide opportunity to bring into the classroom a wide variety of learning experiences that would otherwise be inaccessible:

  - things that are Far Away
  - too small
  - too BIG
  - too dangerous
  - needs simulations
The Use of specific TLRs...

Videos/VCDs/Mpegs/Movies

- However, while a video segment can provide a wide range of interesting input to a teaching & learning situation, learners have frequent contacts with videos & attention spans could be limited if the VDO you use are NOT of sufficient quality!
Videos/VCDs/Mpegs/Movies

When using VDOs, the following strategies can enhance learning:

- STOP the VDO after a specific sequence
- ASK questions
- provide learners with an Overview of what they will be watching & some key questions that need to be answered in advance of watching it...
- apart from commercial VDOs, you may find it useful to make your own VDO segments that specifically relate to areas of your subject contents, such as machinery parts, engine, ship, equipments, etc.
Multimedia

Technology - has made it possible to combine text & graphics capability of the PC with high-quality sound & VDO...

This combination of different media under The control of the PC has opened new avenues in teaching & learning!

Multimedia Packages - can be of various types, starting from a simple presentation package containing electronic slides in place of OHT to Animated & voice-overs ones!
The Use of specific TLRs...

**Multimedia + Virtual DMS – e-learning**

These packages can also be made interactive & designed to cater for continuous assessment

*Student performances can be automatically recorded & delivered to the lecturer if used through a virtual network system!*

...such Packages can be used as tutorial lessons which students can use without feeling shy about making mistakes & also while working at their own pace...!
Using DMS to Support Learning

**Document Management System (DMS)**

“AFFA Resource”

[http://abvt.cyberlog-tech.com](http://abvt.cyberlog-tech.com)

Username : **AFFA participants**

Password : **123456**
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The Use of specific TLRs...

Multimedia

Some suggested multimedia programs are:

- MS PowerPoint
- Authorware Attain
- Toolbook
- Designers’ Edge

- A ppt. consists of a series of slides containing Text, Drawings, ClipArt, Photographs and/or Charts...
- Sound can be incorporated, provided the system has a sound card & speakers...
- Simple animated transitions can be built-in...
The Use of specific TLRs...

Multimedia

Delivery can be executed in a variety of ways:

- Show the ppt. on a computer
- Project the ppt. on a screen through projector
- Automate the ppt. and burn to a CD
- Convert the ppt. (if required - 35mm or OHT slides)
- pdf. & upload entire ppt., training notes to DMS (if required and available...)
- printout ppt. handouts (if required)
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Questions?
tomsim@singnet.com.sg

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ENSURE TRAINING RESOURCES, FACILITIES & ENVIRONMENT ARE APPROPRIATE & SAFE
Pre-course Administration Checklist

✓ Confirmation of course schedule

✓ Confirmation of course participants/attendance sheets

✓ Allocation of training rooms, LCD projectors, CD/video players, TV, laser pointer, Audio systems (speakers), cables, sockets/adapters, OHP, batteries, props for demos, etc.

✓ Allocation of computer facilities, laptops & internet access

✓ Preparation of Facilitators Guide, Participant’s Workbook, handouts, reference materials, etc.
  (include any amendments)
Pre-course Administration Checklist

✓ Preparation of Welcome letter

✓ Update course general instruction (*registration, parking, location map, dress code, use of Internet, training programme*)

✓ Whiteboard w/black, blue & red markers Flipcharts and different color markers

✓ Preparation of learning materials including handouts Case studies etc.
Pre-course Administration Checklist

✓ Preparation of online forum and distribution of facilitators’ email address, etc.

✓ Preparation of reception, lunch/refreshments (if included)

✓ Check participant’s pre-entry appraisal (where applicable), participants’ datas/backgrounds
Pre–course Administration Checklist

<table>
<thead>
<tr>
<th>POTENTIAL HAZARDS</th>
<th>ELECTRICAL</th>
<th>FIRE</th>
<th>MECHANICAL</th>
</tr>
</thead>
</table>

☑ Are the locations of emergency exits clearly marked?
☑ Are there signs indicating the evacuation routes?
☑ Are there adequate fire extinguisher provided?
☑ Have the fire extinguishers been checked?
Preparation of Facilities & Training Aids

• **Important that preparations are made BEFORE Every session to ensure that the class runs smoothly.**

• **Prepare the Classroom or Study Area & the training aids (such as audio-visual equip you will need for conducting your course/workshop)**
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

• we would like to work in ideal conditions, with state-of-the-art facilities!
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

- **Country-Level Seminars & Workshops** – **arrive a day earlier to check/confirm the Venue & Facilities**

(facilities at national training centres or local hotels have improved over the years...however, there have been times when the skills as trainers have been severely tested !)
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

• **day-to-day basis Training Programmes** – often conducted in classrooms which tax the patience of the trainer & the trainees…!

• You will likely to be faced with these kinds of challenges everyday!

• **the Classroom may not be set-up in the way you want** - wrong equipments, not enough space to divide the trainees into groups, etc.!
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

The MORE Time & Efforts you put into Planning, Checking & Follow-up with the help of a Checklists, the less room for unforeseen problems to crop-up!
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

(Setting-Up the Classroom)

When there is opportunity to arrange the furniture & equipment, the setting-up of the room will depend on your PRIORITIES & TEACHING METHODS...

You may want the trainees:

• to focus on the projected visuals or demos?
• to focus their attention on YOU while you speak?
• to work at their own pace?
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements
(Setting-Up the Classroom-Workspace)

Basic Principles & Ideas to help you Plan & Organize Your own Classroom

Work Space:
• provide adequate space for the trainees to work…
(overcrowding makes teaching & learning very difficult…!)
Preparation of Facilities & Training Aids

Classroom/Study Area Arrangements

(Setting-Up the Classroom - Workspace)

Basic Principles & Ideas to help you Plan & Organize Your own Classroom

Work Space:

- do NOT make them feel pressed together & restricted whether in Classroom, Study Room or learning station...
- enhance the learning environment for your trainees & make your own job easier...!
Questions?
tomsim@singnet.com.sg

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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees:

- place the screen as high as possible for “line-of-sight” viewing from the back of the room
- remember that some trainees will have to look over the heads or shoulders of others to see the bottom of the screen...!
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees:

- be sure the screen is of sufficient width
- for viewing of projected materials such as slides, movies, etc. the standard ratio of screen width to distance from the projector is a ratio of 1:6 (1m of screen width for every 6m length of the room. A 9m long room requires a min 1.5m screen).
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees:

- the measurement assumes the placing of the projector at the very back of the room
- also common to mount the projector on the ceiling/above – desirable in any case…!
- ideally, the projector should be no further forward than the last row of trainees…
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Ensure Clear & Good Viewing of Projected Materials for ALL Trainees:

- try to place the screen so it is not under a light source *(esp. a fluorescent light!)*, as it will tend to ‘wash-out’ the screen image
- test the lightings in the classroom BEFORE the Class to see how much you can leave on when projecting…*(you have much better control if there is enough ambient lighting to enable you to maintain eye contact…!)*
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Projector Setting-up Considerations:

• be sure you can fill the whole screen

• do NOT put the Projector where it may block someone’s view

• place it so that the light has a clear path to the screen
  (so as to avoid trainees’ shadows being cast upon on the screen)
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Projector Setting-Up Considerations:

• set the screen **high enough** for everyone to have a clear view, tilted if necessary, so that the plane of the screen is **perpendicular** to the centre line of the beam of light (*this avoid the trapezoidal distortion of the image known as “keystone effect”*)

• Noise – place the projector so that the trainees will hear as little as possible of the projector operation...
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Distractions Consideration:

• check for any inherent distractions...

• be sure that there are curtains or blinds for the windows to keep out excess lights & outside views/distractions...

• check for unnecessary Noise within your control...
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tomsim@singnet.com.sg

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Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

Layout Consideration:

• depend on:
  - shape of room
  - size of room
  - obstructions (pillars, etc.)
  - inherent fixed lightings & projections

Goal – to give trainees the maximum working surface & good viewing angle for presentations!
ENSURE SEATING ARRANGEMENT IS SUITABLE FOR LEARNERS’ NEEDS, NATURE AND TYPE OF LEARNING ACTIVITIES AND INSTRUCTIONAL METHODS
Preparation of Facilities & Training Aids

HERRINGBONE

Recommended Use: Lecture, video, presentation & demonstration

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Preparation of Facilities & Training Aids

2 Typical Classroom Layouts

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Preparation of Facilities & Training Aids

U - SHAPE

Screen

FRONT OF CLASS

Recommended Use: Lecture, video, presentation, demonstration, debate & case discussion
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Preparation of Facilities & Training Aids

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Preparation of Facilities & Training Aids

- Projector Screen
- Flip Charts
- White Board
- Group Study Layouts
- Sub-Groups Discussions

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Preparation of Facilities & Training Aids

HOLLOW SQUARE

FRONT OF CLASS

Recommended Use: Group work, debate, demonstration, games, competition
Preparation of Facilities & Training Aids

V-SHAPE

Screen

FRONT OF CLASS

Recommended Use: Lecture, video, presentation, demonstration, debate, role play, case discussion, games & competition

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Preparation of Facilities & Training Aids

PERPENDICULAR

Screen

FRONT OF CLASS

Recommended Use: Debate, role play, demonstration, games
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Preparation of Facilities & Training Aids

CLUSTER

4 - 6 per cluster

Screen

FRONT OF CLASS

Recommended Use: Lecture, video, presentation, demonstration, games, competition & group work

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Preparation of Facilities & Training Aids

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Preparation of Facilities & Training Aids

Group Study & Meeting Layouts

• when a class is to be split into sub-groups for discussion, this arrangement can be useful...

• Instructor can move about between groups & can easily get all trainees’ attention for demos, discussions or AV presentations...
Preparation of Facilities & Training Aids

Group Study Meeting Layouts
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Preparation of Facilities & Training Aids

Group Study & Meeting Layouts
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Preparation of Facilities & Training Aids

Group Study & Meeting Layouts
Preparation of Facilities & Training Aids

Case Study Layouts (Group Work)

- Useful for sharing common sources
- Use for Group Dynamics
Preparation of Facilities & Training Aids

Case Study Layouts (Group Work)
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Preparation of Facilities & Training Aids

Auditorium Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts

- laboratory work usually involves individual work by trainees (or work in-pairs)
- role of the Instructor is mainly a Supervisory one...
- it is often useful to be able to address the whole class, and to present visual aids...
Preparation of Facilities & Training Aids

Laboratory Layouts
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Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Laboratory Layouts
Preparation of Facilities & Training Aids

Individualized Instructions Layouts
Preparation of Facilities & Training Aids

Individualized Instructions Layouts

- each trainee works on his/her own
- the Instructor supervises & helps individual trainees with the problems, distributes the required study materials & administers tests
- trainee works in individual cubicles or carrels which provides a working surface, possibly a screen and the required AVs
- modern I.T. enables control via a server station on the Instructor’s screen...
Preparation of Facilities & Training Aids

Audio-Visual Equipment in the Classroom

(Various Classroom Layouts)

In cases where there are NO established facilities for self-paced instructions, you may have to improvise, using parts of the Classroom, Study Rooms or whatever may be available...
Preparation of Facilities & Training Aids

- Nothing beats Preparation!
- Prepare both teaching aids and classroom before hand...
  - Prepare more than you think you will need
  - Ask obvious questions:
    - Is there a whiteboard/flipchart?
    - What plug sockets do you use?
    - Have you paid the electricity bill?
  - Always have a back-up plan or a ‘box of tricks’ to pull out when there’s a awkward moment...
Questions?

tomsim@singnet.com.sg

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WHAT IS CONTINGENCY PLANNING?

PLAN
WHY IS CONTINGENCY PLANNING IMPORTANT?
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DEVELOP A CONTINGENCY PLAN

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NOTE: The TOP three failures during a training session

- POWER/EQUIPMENT FAILURE
- VENUE OCCUPIED
- TRAINER NOT AVAILABLE

**CONTINGENCY PLAN A**
Plan A must be separate and independent from Plan B

**CONTINGENCY PLAN B**
Plan B must be separate and independent from Plan A

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Reflecting on this Module 4

- AV materials can be a great help in conducting instructions

- Good AV equip & Materials, with a proper room set-up, can make the instructor’s job much easier...
Reflecting on this Module 4

- in practice, conditions often fall short of the ideal *(AV equip may be poorly maintained, needs cleaning, or bulbs burn-out during ppt., trainees work under Individualized Instructions sometimes “jam” slides or forget how to reload projectors or audio players...)*
Reflecting on this Module 4

You must be prepared for those & other ‘emergencies’ & Maintain your appearance of CONFIDENCE & CONTROL!
Questions?

tomsim@singnet.com.sg

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