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Mongolia:
Enhancing Resource Management through Institutional Transformation

# Train the Trainer program

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October 28-29, 2019

# MERIT

“МОНГОЛ УЛС: ИНСТИТУЦИЙН ӨӨРЧЛӨЛТ ХИЙХ ЗАМААР ЭРДЭС БАЯЛГИЙН МЕНЕЖМЕНТИЙГ САЙЖРУУЛАХ НЬ” (MERIT)

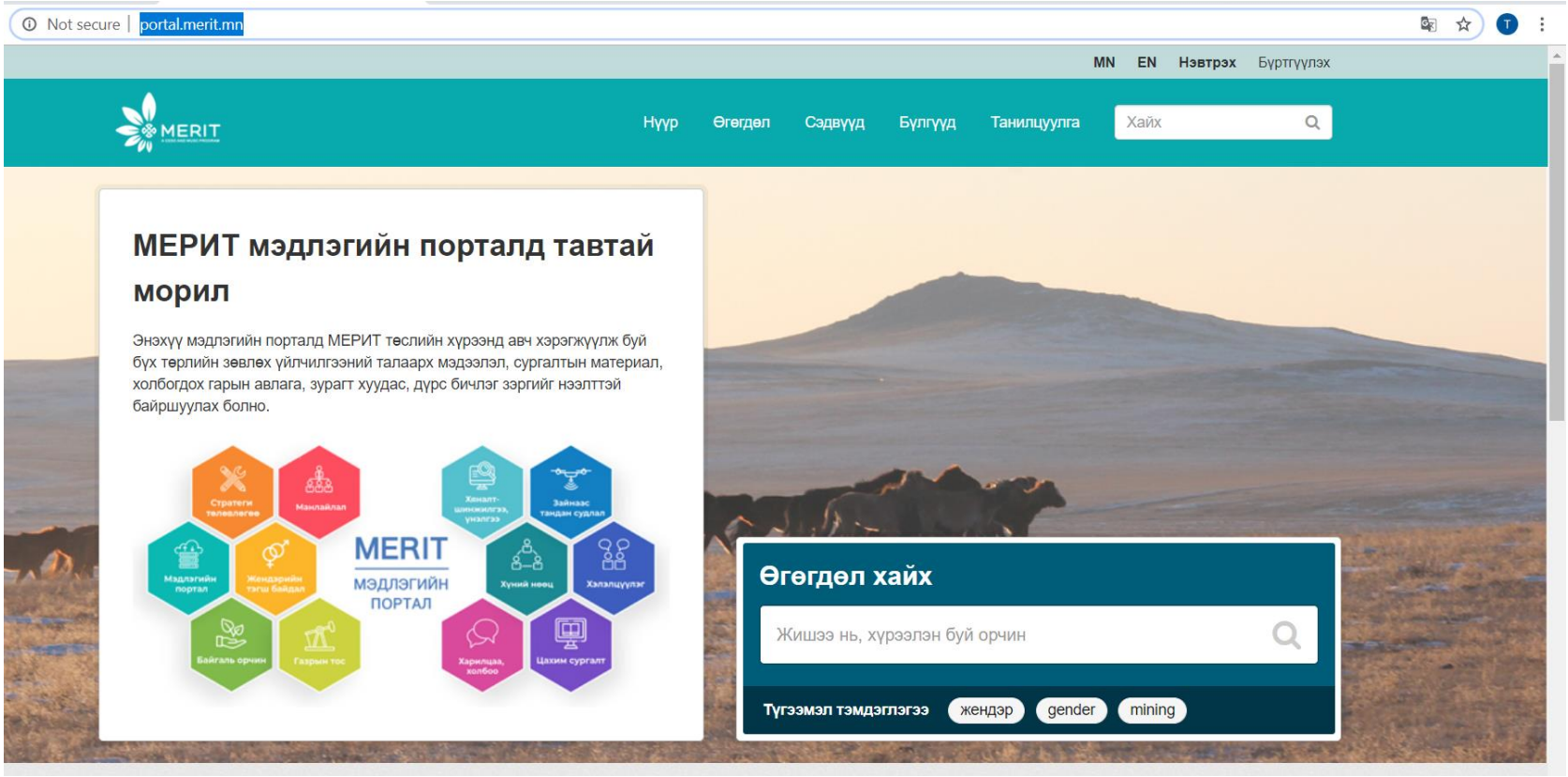
Канад Улсын Гадаад хэргийн яамнаас санхүүжүүлж буй MERIT төслийн зорилго нь төрийн байгууллагуудын менежментийг сайжруулах замаар олборлох салбарын нийгэм, эдийн засгийн тогтвортой хөгжилд оруулж буй хувь нэмрийг нэмэгдүүлэх явдал юм.




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# MERIT knowledge portal

http://portal.merit.mn/



# Participant expectation

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# What strengths do you bring to workshop?

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# What is your worst training you can remember?

Which specific factors?

List them

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# What are key skills and attributes for effective workshop?

Communication -connecting with your audience

Adaptability- changes and needs of the audience

Confidence – body language and voice control

”The elephant in the room” Муу нуухаар сайн илчил

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# Know yourself/Career Anchors

To fill out 10 min it

Feedback for those who want

What is your learning exercise?

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# Foundations of your training

Learn to structure your sessions

Add interest to your training

Learn to handle questions and conflict

Hands to the use of visual applications

- PowerPoint
- video

Understanding adult learning

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# Preparing for the workshop

Sample checklist

Participants selected and confirmed

Name tags/tent cards

Extra paper/pens

Seating arranged

Back up equipment

White board

Props

Room temperature/setting

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# How to deliver a workshop

set the stage

- U shaped or roundtable
- Meet and greet everyone
- Coffee /tea
- List other suggestions

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# How to deliver a workshop

**Workshop management**

Cell  phone policy

Announce breaks

How you want participants to act

Who and why are you presenting workshop?

Discussion

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# How to create short exercise?

Workshop ice breaker suggestions

Exercise of the M&M

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# Will's tips

Eye contact for 3 seconds

Know how people learn

MBWA

Voice control

Your "hook": I am going to show you"

The first 10 minutes

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# Continuous Improvement

Overcoming your stress

Practice your introduction

Practice voice projection

Maintain pace of instruction

Adopt you energy level

Be aware Body language

Post card technics

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# What did you learn?

What do you need to develop?

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# Post workshop – debrief

Make notes what went well

List where you can improve?

Did you get the feedback your audience understood the presentation

Use of evaluation tools

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# The future of workshops and learning

Video and webinars

Instant polling/real time feedback

Record lectures from lap top

List other trends

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# Thank you!

**Q&A**