Step-by-step guide to build your own course

This document provides you with step-by-step guidance on how to design, deliver and evaluate your training course on IHR making optimal use of the resources included in the section "Build your own course". A 5-step process:

Step 1. Define competencies and learning objectives

This toolkit includes a wide range of training material covering the main areas of knowledge related to the IHR framework. These knowledge areas are organized into specific modules. Under each module, a number of learning activities are designed to meet specific learning objectives and contribute to reinforce selected competencies. In addition, a series of case studies is proposed to address several learning objectives related to the modules. To build your own course, you have to select the competencies and learning objectives relevant to the group of people to be trained. To do so:

1.1 Open the Excel file **"Overview of training material"**

1.2 Review the list of **"Competencies reinforced"** (column 1) and select the competencies relevant to your target group.

1.3 Review the sets of **"Learning objectives"** (column 2) connected to the competencies you intend to reinforce, and select the learning objectives that meet the needs of your target group.
The various sets of learning objectives are associated to "Learning activities" (column 3) with corresponding numbers and titles.

1.4 Review the **"Type of learning activity"** (column 4), and ensure there is sufficient variety in the activities selected (i.e. a combination of PPT presentations, exercises, group work, case studies…).

1.5 Look at the suggested **"Duration"** (column 5) of each activity, and estimate the total time needed to run the learning activities selected.

Step 2. Select learning activities and resources

You have selected a number of learning activities by module, based on competencies and learning objectives to be met, and considering the type of activities as well as their duration. To confirm the relevancy of your selection, you have to review the description of each learning activity. To do so:

2.1 Open the tab **"List of modules"**; click on the titles of modules selected. Open and review the **"Overview"** of each module selected, where you will find the purpose of the module, the main content headings, the list of learning activities associated, and a list of additional resources available.

2.2 Open the tab **"Add learning activities".** Within this tab, click on the learning activities selected using the reference numbers and titles. For each activity selected, open and review the **"Overview",** where you will find the type of activity and learning objectives, a brief description, the prerequisites, time suggested, the list of material and equipment needed to run it. If the description suits your needs, tick the corresponding box to add the activity to your package. In doing so, you will get all the documents needed to run this activity. Depending on the activity selected, the documents may be:

For PPT presentation/discussion:
- **A PPT slideshow** with detailed speaker notes providing additional information or guidance to facilitators related to the content of the slides. The speaker notes may include suggested questions that can be used to stimulate focused discussion/experiences sharing among the group of participants.
- **A participant handout** reference documents including the full/detailed content of a module to be handled to participants.
- **A set of 10 test-questions,** composed of Multiple Choice Questions and True/False questions, enabling the facilitator to assess participant' knowledge and skills on the specific content area (you will get a participant version and a facilitator version, that includes suggested answers to each question, in green).

For exercises, group work, case studies:
- **Facilitator guides**: detailed guidance to deliver these interactive sessions, accompanied by answers.
- **Participant guides**: step-by-step instructions to complete these activities, to be handled to participants at the beginning of exercises/group work/case studies.
- **Support documents:** selected articles and resources to assist participants answering the case study questions.

2.3 Select additional learning resources. You may want to provide participants with further information related to the content areas covered during the course. Under the tab **"Add learning activities",** you will also have the possibility to select the following learning resources:
- **Readings lists**: list of selected scientific articles and guidelines that can be sent/handled to participants.
- **Videos list**: a list of video resources that can be sent/handled to participants, or used in classroom for learning purposes.

2.4 To select case studies, go to the tab **"Add case studies".** Open and review the **"Overview",** where you will find the learning objectives, a brief description, the prerequisites, time suggested, the list of material and equipment needed to run the case study. If the description suits your needs, tick the corresponding box to add the activity to your package. In doing so, you will get all the documents needed to run this case study.
Note that case studies are meant to be customized: each case study includes more than 20 questions addressing issues related to all the modules covered in this toolkit. Course organizers facilitators are encouraged to select some of these questions based on their specific needs.

As you select learning activities, resources and case studies ticking the corresponding boxes, you will see on the right side of the screen the list of activities selected under each module, as well as the approximate duration of your course.

3. Add tools and templates

You have confirmed your selection of learning activities. To formalize the design of your course, you may want to use some of the tools and templates provide in this section, as listed below:

- **0.1 Template course agenda** (Facilitator version): it includes space to insert the titles, the type and duration of learning activities of the various sessions (for a 5-day course).
- **0.2 Template facilitation team manual:** it includes space for a brief description of the programme, the learning objectives, the material and equipment needed the timeline for delivery of each session, and the names of facilitators.
- **0.3 Template material and equipment checklist:** a pre-filled-in checklist listing all the material and equipment you will need to deliver the course. Designed as a follow-up tool.
- **0.4 Template Daily evaluation form:** to assess participant satisfaction on each session (content and facilitation). Includes a 5 points rating scale, from Very poor to Very good, as well as space for comments. To be administered at the end of each day.
- **0.5 Template facilitator feedback form:** to assess facilitators' satisfaction on the course preparation, design and delivery. It provides space to collect facilitator's suggestions for improvement. To be completed by all facilitators involved in course delivery, once they finish their session.
- **0.6 Template final evaluation form:** to assess participant satisfaction on the various aspects of the training event as a whole. To be completed the last day of the course.
- **0.7 Template My learning log:** a personal document to help participants record their experiences, thoughts and comments about what they discover throughout the course, and document the learning that is relevant to them every day. It allows participants to plan how they will possibly use this information in the future. To be photocopied and handed over to participants the 1st day of the course, so that they can complete it throughout.
- **0.8 Template learning transfer plan:** a template that allows participants to plan how they will transfer the learning gained with the course into their work environment. To be photocopied and completed the last day of the course (a copy to be kept by participants in page 10 of My learning log). Designed to be used by course organizers as a basis to carry our post-training evaluation 3 to 6 months after completion of the course (see related question on 0.9 Post-training evaluation questionnaire).
- **0.9 Post-training evaluation questionnaire:** a questionnaire to assess how participants apply to their work the learning gained during the course. To be administered 3 to 6 months after completion of the course.

To add tools and templates:

3.1 Open the tab **"Tools and templates".** Tick the boxes corresponding to the tools and templates you want to use.

The tools and templates selected will be added to you package, but the duration of your course will not vary.

4. Download and customize you package

4.1 Once you have finalized your selection of learning activities, training resources, templates and tools, click on the button **"Download package",** and save your package in your computer.

4.2 Open all the tools and templates selected and customize them.
All the documents are provided in editable formats (Word, PPT, and Excel). They need to be customized with specific information on the training event you will organize (the title of the course, the date and venue, the name of course organizers). You will find the mention *"Insert course title, venue and date"* in red wherever this information needs to be added.

4.3 Open all the training material and resources and adapt them to the needs of your institution/agency. Course organizers are encouraged to adapt the training material provided to their specific context and needs. While doing so, they are requested to indicate the source of the training material and include a standard acknowledgment sentence in all documents used in classroom or distributed to participants.

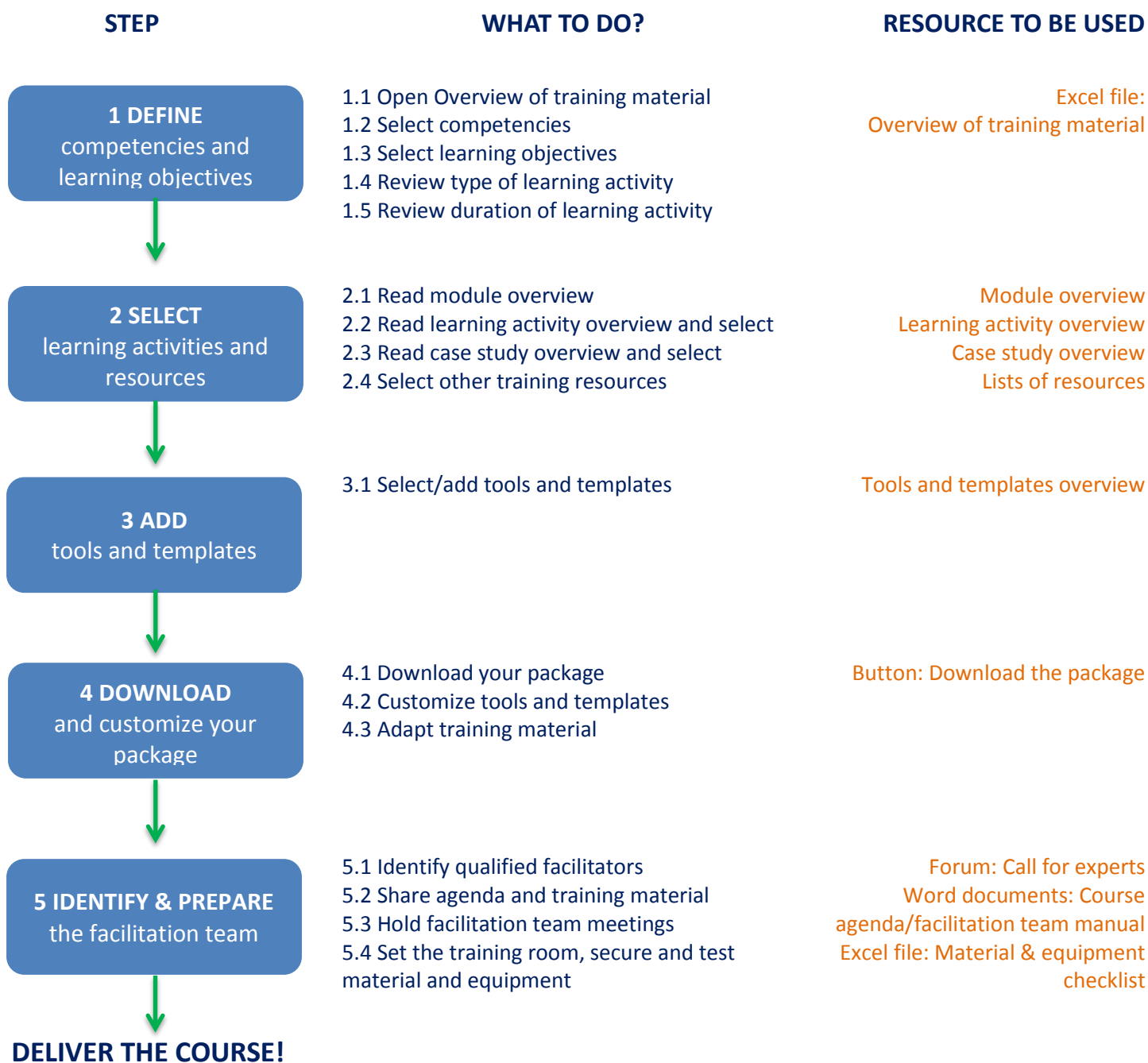## Step 5. Identify and prepare the facilitation team

5.1 Identify facilitators qualified to deliver all the sessions of the course. If you encounter difficulties in identifying qualified facilitators in your country/region to deliver some sessions, go to the **"Sharing corner"** on the homepage of the IHR training toolkit, and post a message on the section **"Call for experts"** explaining your project and needs. Alternatively, you can send a message to WHO using the **"Contact us"** form explaining your project and needs, we will revert to you for further discussion.

5.2 Share the **Course agenda** and the **Facilitation team manual** with all the facilitators who will participate to the delivery of the course. Provide them access to the material that will be used to deliver the course (send them the Web link to the IHR Training Toolkit).

5.3 Held a facilitation team meeting (be it at face-to-face or at distance) well ahead the course to review the agenda, clarify roles and discuss potential issues. Do not forget to plan a pre-course facilitation meeting 1 day before the course starts. During this meeting, review the agenda with the entire facilitation team; clarify any pending or last minute issue. Make sure to take some time at the end of each day with the facilitation team to review the results of the daily evaluation and get prepared for the next day.

5.4 Set the training room, install and test the equipment, ensure all the material needed has been purchased 1 day before the course starts.

The 5-step process at a glance

STEP	WHAT TO DO?	RESOURCE TO BE USED
1 DEFINE competencies and learning objectives	1.1 Open Overview of training material 1.2 Select competencies 1.3 Select learning objectives 1.4 Review type of learning activity 1.5 Review duration of learning activity	Excel file: Overview of training material
2 SELECT learning activities and resources	2.1 Read module overview 2.2 Read learning activity overview and select 2.3 Read case study overview and select 2.4 Select other training resources	Module overview Learning activity overview Case study overview Lists of resources
3 ADD tools and templates	3.1 Select/add tools and templates	Tools and templates overview
4 DOWNLOAD and customize your package	4.1 Download your package 4.2 Customize tools and templates 4.3 Adapt training material	Button: Download the package
5 IDENTIFY & PREPARE the facilitation team	5.1 Identify qualified facilitators 5.2 Share agenda and training material 5.3 Hold facilitation team meetings 5.4 Set the training room, secure and test material and equipment	Forum: Call for experts Word documents: Course agenda/facilitation team manual Excel file: Material & equipment checklist

DELIVER THE COURSE!

And please send to WHO your feedback regarding this toolkit using the tab "Contact us"!