



ICAO Regional Course Developers and Instructors Standardization (CDI/STD) Meeting

17 to 19 October 2016 - EASA Nairobi, Kenya

Training Tactics and Sustainable Strategies

The CDI/STD meeting, through a workshop format, provides training professionals a unique opportunity to address challenges, identify solutions and exchange best practices for the improvement of training deliverables. The CDI/STD consists of a series of dynamic sessions where participants will focus on training tactics to enhance effectiveness of training methodologies, and sustainable strategies for standardizing and extending best training practices throughout their organizations and beyond. Each session will be led by an expert who will offer their solution to training challenges for consideration. The event will close with recommended best practices. Networking opportunities will encourage greater collaboration in training and the formation of new training partnerships. Overall the CDI/STD enables training professionals from diverse organizations to engage with each other to determine the best way forward in their capacity building endeavours.

Monday 17 October 2016		Tactics Day
7:30 – 9:00		On-site registration
9:00 – 9:30		Opening Ceremony
9:30 – 10:40		Tactic #1 - Perfect The Preliminary Study Challenge: Taking a systems approach to analyze the areas of the organization affected by performance problems. Workgroups: Participants will exchange practices on how to identify symptoms and conduct a preliminary study that yields valid and reliable key performance indicators (KPIs) which can be used for training and post-training evaluations.
10:40 – 11:00		Coffee Break
11:00 – 12:10		Tactic #2 - Produce a Thorough Evaluation Plan Challenge: Using KPIs in the training and post-training evaluations. Workgroups: Participants will discuss examples of how to prepare a thorough post-training evaluation plan based on organizational KPIs to measure training impact at different post-training intervals
12:10 – 13:30		Lunch break and networking
13:30 – 14:40		Tactic #3 - Assume the Importance of the DACUM Session Challenge: Identifying the correct performance competencies that will resolve the performance problem is critical for determining the teaching points. Workgroups: Participants will discuss how to achieve successful results from the DACUM session.
14:40 – 15:00		Coffee Break
15:00 – 16:10		Tactic #4 - Maximize the Training Course Report Challenge: Adequately analyzing and interpreting the data in the Training Course Report so that it serves as a valuable source of information for course improvements and future planning.



	Workgroups: Participants will discuss how instructors can draw interpretations from the report data and ways to include meaningful and actionable remarks in the Training Course Report .
16:10 – 16:30	Q&A session - Close of Day
	Cocktail

Tuesday 18 October 2016		Strategies Day	
9:00 – 9:30		Opening and Review of Tactics	
9:30 – 10:40		<p>Strategy #1 - Establish your CDU as an Organizational Strategy</p> <p>Participants will explore and discuss different methods of building and leveraging their expertise inside and outside the CDU such as: consolidating your organization's approach to course development and instruction that targets solving performance problems; becoming masters of analysis and training consultants who provide competency-based training; gaining recognition as a training provider in your organization and your region</p>	
10:40 – 11:00		Coffee Break	
11:00 – 12:10		<p>Strategy #2 - Leverage the Post-Training Evaluation Data</p> <p>Participants will discuss how to map a data collection plan over 1 year basing expected results for level 3 evaluation on KPIs. This activity will polish skills in identifying best data collection methods, and using the data to make decisions to sustain excellence.</p>	
12:10 – 13:30		Lunch break and networking	
13:30 – 14:40		<p>Strategy #3 - Maintain Instructor Competencies</p> <p>Participants will discuss and identify best practices and actions for updating instructor competencies, especially for instructors who are technical experts but less adept with diverse instructional strategies relevant to preparation, delivery and evaluation that comply with the ICAO Instructor Competency Framework.</p>	
14:40 – 15:00		Coffee Break	
15:00 – 16:10		<p>Strategy #4 - Benefit from Cooperative Organizations</p> <p>Participants will discuss how to connect and share with other training organizations in their region to avoid duplication and learn from their CDU and Instructor best practices.</p>	
16:10 – 16:30		Q&A session - Close of Day	
		Gala Dinner	



Wednesday 19 October 2016		Conclusions and Closing	
9:00 – 10:00	Conclusions and Recommended Best Practices		
10:00 – 10:30	Continuous Improvement – Integrate the Latest Training Innovations		
10:30 – 11:00	Coffee Break		
11:00 – 11:30	Support and Future Plans of TRAINAIR PLUS Programme		
11:30 – 12:00	Closing Ceremony		
12:00 – 13:00	Lunch break and networking		
14:00 – 16:00	Site Visit		