



Wac Arts

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Lifelong
Learning
Programme

EURO-ARCO Partnership Meeting London, 23rd & 24th September 2013

Venue: WAC ARTS, Hampstead Town Hall, London

Outline of Training Workshops

1. Training Workshop (1): Communication Skills

Learning Aim: Targeted to the needs of trainers and training managers within community-based training establishments, the aim of this workshop is to enhance skills and equip participants with the tools needed to embed communication skills in learning interventions designed for the NEET cohort.

Learning Objectives: by the end of the workshop, participants will be able to:

- Define what communication skills and tools are;
- Identify their own communication skills and those of others and how to improve and use such skills to enhance learning and participation;
- Work with others to identify what communication skills are and how to develop these;
- Identify how to use the Trainer Toolkit to enhance and embed practice.

11:00am

Welcome & Introductions

Getting to know you – practical exercise

(working in pairs)

11:30am – 12:30pm

Communication Skills: what are they and how are the different forms used within a variety of contexts?



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Differentiating between communication skills used by trainers and by learners.

What was learned from the practical exercise: challenges, experiences, obstacles experienced.

(Group-led discussion)

12:30pm – 13:00

Diagnostic and Evaluation: Where have we got to review

* A 15-minute tea/coffee break will be scheduled into the workshop.

2. Training Workshop (2) Communication Skills

Learning Aim: To enable participants to put into practice what has been learned from Workshop (1), and to develop problem solving skills in how communication needs within a mixed ability group will be addressed to meet individual needs.

Learning Objectives: by the end of the workshop, participants will be able to:

- Further define what communication skills and tools are;
- Describe ways in which communication skills gaps can be addressed within the learning environment;
- Apply learning to a range of different situations and come up with solutions;
- Identify how the tools set out within the Trainer Toolkit to their own practice.

14:00pm – 15:00pm Communication Challenges

Group exercise exploring a number of typical situations

15:15pm - 15:30pm Presentations

15:30pm – 14:00pm Discussion, Reflections and Evaluation of Learning

* A 15-minute tea/coffee break will be scheduled into the workshop.



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3. Training Workshop (3) Communication Skills

Learning Aim: To explore with participants the range of communication skills and tools and develop an approach from 'tried and tested' models, with a view to improving the trainers' ability to create an effective learning environment where communication skills can be learned and further developed.

Learning Objectives: by the end of the workshop, participants will be able to:

- Describe the purpose of using Diagnostic Tools with individuals in order to review and focus learning materials and training practice;
- Describe and identify a wide range of approaches for embedding communication skills in training practice, and which can be used for a variety of situations;
- Use a Diagnostic Tool to identify their own development needs which will enhance their training practice;
- Identify how the examples given in the Training Toolkit can be applied to their own practice and learning environment.

17:00pm – 18:30pm Communication Tools and Models of Approach

Application of learned practice through group exercises

18:30pm – 19:00 Discussion, Reflections and Evaluation of Learning

4. Training Workshop (4) Creative Thinking

Learning Aim: To enable trainers working with the NEET cohort enhance their training practice through applying creative thinking, and learn techniques to improve the creative thinking of the learners that they work with.

Learning Objectives: by the end of the workshop, participants will be able to:

- Describe what is meant by creative thinking and how this might be applied to their own practice;
- Identify how creative thinking can be developed among the NEET cohort to improve learning and life chances;
- Apply creative thinking tools to a range of scenarios given within the session, which can be transferred into their own practice.

13:00pm – 13:30pm Creativity in Learning Practice: examples and models

13:30pm – 14:30pm Creative Thinking: The Trainer Toolkit



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(Discussion and group exercise)

14:30pm - 15:30pm Evidence of what creative thinking has been applied so far?

(Discussion and group exercise)

15:30pm – 16:00pm Discussion, Reflections and Evaluation of Learning



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