

VRAA 12/LT/2017

22 Ιουνίου 2017

Καθ. Μαίρη Ιωαννίδου - Κουτσελίνη

Πρόεδρο Διοικητικού Συμβουλίου

Φορέας Διασφάλισης και Πιστοποίησης της Ποιότητας της Ανώτερης Εκπαίδευσης (ΔΙ.Π.Α.Ε.)

(Υπόψη Κυρίου Ανδρέα Παπούλα)

Γωνία Κίμωνος και Θουκυδίδου

1434 Λευκωσία

(Με ηλεκτρονικό Ταχυδρομείο και το Χέρι)

ΘΕΜΑ: Εξ Αποστάσεως Προπτυχιακό Πρόγραμμα Σπουδών «Διοίκηση Επιχειρήσεων»

Αγαπητή Κυρία Ιωαννίδου – Κουτσελίνη,

Σε απάντηση της επιστολής σας ημερομηνίας 12 Μαΐου 2017 και την απόφαση του Συμβουλίου του Φορέα στη Σύνοδο του στις 3 και 4 Απριλίου 2017 παρακαλώ όπως βρείτε συνημμένα την απάντηση στη Δεύτερη Αξιολόγηση του **υφιστάμενου** Εξ Αποστάσεως Προπτυχιακού Προγράμματος Σπουδών «Διοίκηση Επιχειρήσεων» σε σχέση με την αίτηση για πιστοποίηση του από το **Χειμερινό Εξάμηνο του Ακαδημαϊκού Έτους 2016-2017**.

Στο σημείο αυτό θα θέλαμε να σημειώσουμε την υψηλότερη βαθμολογία την οποία απέσπασε το Πρόγραμμα αυτό (5/5) όλα τα κριτήρια των επιμέρους ενοτήτων: Αποτελεσματικότητα του Διδακτικού Έργου – Διαθέσιμοι Πόροι, Πρόγραμμα Σπουδών και Τίτλοι Σπουδών, το Ερευνητικό Έργο και τη Συνεργεία με τη Διδασκαλία, τις Υπηρεσίες Διοίκησης, Φοιτητικής Μέριμνας και Υποστήριξης του Διδακτικού Έργου ως επίσης και την Εξ Αποστάσεως Διδασκαλία του Προγράμματος και τη Θετικότερη θέση της Εξωτερικής Επιτροπής Αξιολόγησης για πιστοποίηση του Προγράμματος. Ιδιαίτερα τιμητικό για το Πρόγραμμα ήταν το σχόλιο της Επιτροπής «οι εντυπώσεις που αποκομίσαμε ξεπέρασαν κατά πολύ τις προσδοκίες μας».

Σημειώνουμε επίσης την πλήρη συμμόρφωση του Πανεπιστημίου με τις εισηγήσεις του Συμβουλίου του Φορέα ως προς την περαιτέρω ενίσχυση της παιδαγωγικής διάστασης της εξ αποστάσεως εκπαίδευσης και τη σύσταση μονάδας παιδαγωγικού σχεδιασμού προγραμμάτων για την βελτίωση και ενίσχυση της αλληλοεπίδρασης και ανατροφοδότηση μεταξύ διδασκόντων,

φοιτητών και εκπαιδευτικού υλικού, τη συναφή επιμόρφωση των διδασκόντων και το σχεδιασμό ενός ανάλογου πλαισίου αξιολόγησης.

Πιο συγκεκριμένα:

1. Το Συμβούλιο του Πανεπιστημίου Λευκωσίας στη συνεδρία του στις 12 Ιουνίου 2017 ενέκρινε εισήγηση του Πρύτανη για (α) έγκριση κονδυλίου ύψους 120.000 Ευρώ για αναδιοργάνωση των κέντρων παιδαγωγικής στήριξης (Επισυναπτόμενο Α) και (β) άμεση εργοδότηση δύο - τριών επιπρόσθετων ειδικών στη διδασκαλία και μάθηση και ειδικότερα στην εξ αποστάσεως εκπαίδευση. Οι νέες θέσεις εργασίας έχουν δημοσιευθεί στην ιστοσελίδα του Πανεπιστημίου (<http://vacancies.unic.ac.cy/>) (Επισυναπτόμενο Β).
2. Προσφέρθηκαν 5 πλήρεις υποτροφίες για διδακτορικές σπουδές στη διδασκαλία και μάθηση και ειδικά στην εξ αποστάσεως εκπαίδευση. Η σχετική δημοσίευση έχει αναρτηθεί στην ιστοσελίδα του Πανεπιστημίου (<https://www.unic.ac.cy/news/prokiryxi-ypotrofiion-gia-didaktorikes-spoydes>) (Επισυναπτόμενο Γ).
3. Η Σύγκλητος έχει εγκρίνει την υποχρεωτική παρακολούθηση των πιο κάτω προγραμμάτων επιμόρφωσης, τα οποία οδηγούν σε Πιστοποιητικά Επιμόρφωσης, από όλους τους διδάσκοντες (Επισυναπτόμενο Δ):
 - Distance Learning Essentials
 - Moodle Essentials
 - Creative Media Essentials
4. Επιπρόσθετα σε συνεργασία με το CARDET Education υλοποιούμε εκπαιδευτικό πρόγραμμα εκπαίδευσης εκπαιδευτών, επιχορηγημένο από την ΑνΑΔ, με τίτλο "Designing & Delivering Successful Training Programs" (Επισυναπτόμενο Ε).

Αναμένουμε και ευελπιστούμε στην άμεση ανταπόκριση και στην απόφαση πιστοποίησης του Προγράμματος στην επόμενη Σύνοδο του Συμβουλίου του Φορέα στις 3 και 4 Ιουλίου 2017.

Παραμένουμε στη διάθεση σας.

Με εκτίμηση

Καθ. Edna Yámasaki Πατρικίου
Αντιπρύτανης Ακαδημαϊκών Υποθέσεων

ΕΠΙΣΥΝΑΠΤΟΜΕΝΟ Α

Restructuring the Teaching and Learning Units of the University of Nicosia Rector Pouyioutas Council Meeting 12th June 2017 Request for Budget Approval for Hiring Experts in Pedagogy and E- Learning

Preamble:

There are three "independent" Units currently providing teaching and learning support to faculty members:

1. the University of Nicosia Teaching and Learning Institute (UNTLI), currently headed by Dr Ioulia Papageorgi (Assistant Professor of Educational Psychology); the Head of UNTLI currently reports to the Vice Rector for Academic Affairs,
2. the Academic Pedagogy sub-unit of the Distance Learning Department (APDLU), responsible for the e-learning pedagogy, currently headed by Professor Charalambos Vrasidas (Professor of Educational Technology and Associate Dean of the DL Unit); the Associate Dean currently "reports" to the Executive Dean of Distance Learning, and
3. the Information Technology for e-learning Unit (ITeU), responsible for advising the University with regards technological advances in teaching and learning, headed by Dr Chris Alexander (Assistant Professor); the Head reports to the Chief Executive Officer.

UNTLI's role is to provide pedagogical support to faculty members, mainly for conventional methods of teaching and learning. However, UNTLI has in the past offered pedagogical training to faculty members with regards technological-based e-learning methods (e.g flip teaching). Both APDLU and ITeU have been offering seminars to faculty members (mainly those teaching in Distance Learning programmes) with regards e-learning technology in teaching and learning.

Need:

- a) There is a need to better co-ordinate the pedagogical services and training offered to faculty members.
- b) The Quality Assurance and Accreditation for Higher Education recommended the creation of a Pedagogical Unit for e-learning and in a way set this as a pre-condition for accreditation of DL programmes.

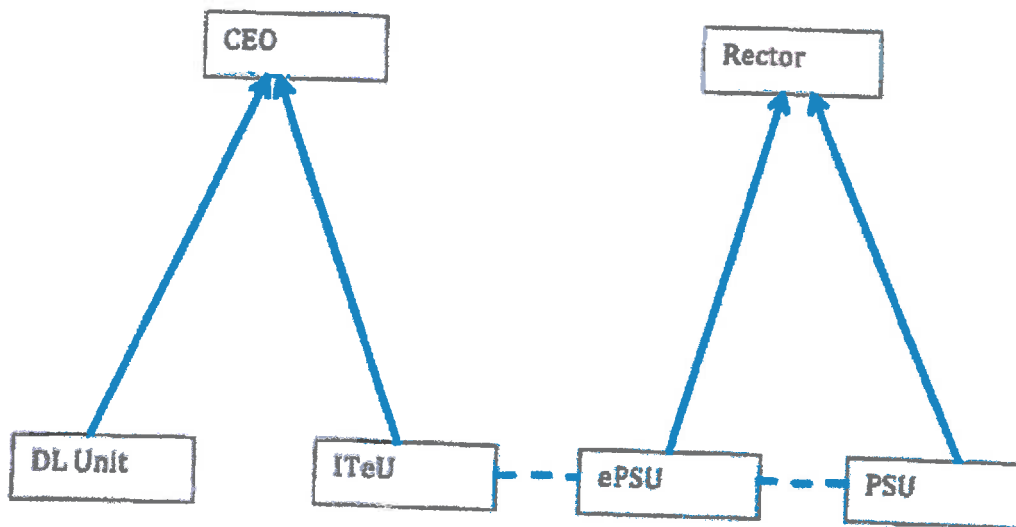
Proposal:

This proposal aims at addressing the need for better co-ordination and for meeting DIPAE's recommendation as per (a) and (b) above.

Structure:

The following Units/structure is proposed:

1. UNTLI is renamed to Pedagogical Support Unit (PSU) and is under the Rectors Office, with its Director reporting to the Rector.
2. APDLU is renamed e-Learning Pedagogical Support Unit (ePSU) and its director reports to the Rector.
3. ITeU provides input with regards state-of-the-art technology for teaching and learning, to ePSU. ITeU's Director reports to the Chief Executive Officer.



Budget:

In order to staff the new structure the following human resources are needed:

1. Director PSU – expert in Pedagogy – internal or external appointment
2. Head of ePSU – expert in e-learning pedagogy – internal or external appointment
3. Instructional Designer – external appointment

Thus there is a need of at two-three new full-time members of staff and some internal changes. The estimated annual budget for salaries for the proposed restructuring is 120,000 Euros.

Επισυναπτόμενο Β

Director of the e-Learning Pedagogical Support Unit (ePSU) at the University of Nicosia

Job Description

We are looking for a Director for the e-Learning Pedagogical Support Unit at UNIC who will provide leadership and support for the development and implementation of an evolving vision for pedagogy and online learning at UNIC that is aligned with the university's mission strategy and institutional goals.

Responsibilities

The Director will provide leadership, in developing and introducing innovative, advanced online and conventional teaching and learning pedagogical methodologies.

S/He will be responsible for developing and implementing policies relating to the University's Pedagogical and e-Learning Strategy, and creating a sustainable environment that drives continual pedagogical improvement among faculty, and engaging students in innovative learning environments.

The Director will lead and manage pedagogical support activities for academic staff, in the provision of professional development activities for teaching personnel in the Departments and Schools on pedagogical practice and the use of current and emerging instructional technologies, with a final goal to provide relevant and valuable learning experiences for faculty and students.

The Director will identify technology-related educational priorities, projects, and opportunities for staff and faculty on-campus and off-campus. (This may involve completely online courses (MOOCs, or Massive Open Online Courses) as well as SPOCs (Small Private Online Courses), hybrid, face-to-face courses and completely face-to-face courses that integrate online and other technologies, and other modalities incorporating technologies developed in the future.)

The Director will work closely with key stakeholders across the University, including Information Technology Services, administrators, faculty and staff.

S/He is expected to: promote teaching and learning as ongoing and collaborative processes of inquiry, experimentation, and reflection; contribute to the research on pedagogical issues that impact teachers and students in higher education; and promote a university culture that encourages the creation of learning environments in which diverse students can excel, thus advancing UNIC's mission of excellence in teaching and research.

Requirements

Applicants should have a doctoral degree, in the area Pedagogy/e-Learning and have extensive experience in using technology in curriculum design and delivery.

Knowledge of current and emerging technologies, support systems to enhance online education, and experience in developing and scaling online learning programs are desirable. Evidence of

active scholarship and leadership in eLearning projects and extensive experience in working in units of a similar nature would be a clear advantage.

The ideal candidate will have successful online teaching experience, as well as an applied understanding of educational psychology in online settings, and experience with evidence-based practices in creating and assessing online materials.

The Director of ePSU will report directly to the Rector.

Application Documents

Curriculum Vitae

Cover Letter

Statement of Research (Optional)

Statement of Teaching (Optional)

2 references required

Reward

We offer a highly competitive rewards and benefits package including private healthcare, vouchers, and an annual gym subsidization.

Deadline for Application

Please submit your CV accompanied by a cover letter by 17/07/2017 at odysseos.m@unic.ac.cy

Instructional Technologist / Designer

Job Description

UNIC seeks a dynamic and enthusiastic Instructional Technologist/Designer to support digital pedagogy and the production of digital learning objects, as well as the academic and professional development needs of UNIC faculty members.

Reporting to the Director of ePSU, the Instructional Technologist/Designer will possess an in-depth understanding of instructional technology issues related to learning in online, hybrid/blended, and traditional courses, as well as experience using a wide range of hardware and software tools to develop multimedia and learning objects.

The Instructional Technologist/Designer will also provide support and supervision to faculty, staff and student assistants. The Instructional Technologist/Designer will join a team that works collaboratively to support the teaching and learning mission of the University.

Responsibilities Include

- Support the design, creation, and revision of interactive online learning and training materials, including multimedia objects that enhance the learning process.
- Assist with the design and delivery of online, hybrid, and face-to-face instructional technology/design training to staff.
- Assist in developing supplemental, blended, and fully online courses adhering to organizational standards.
- Adapt instructional materials created for one format to another format (usually this is adapting materials from face-to-face to e-learning)
- Create media to support learning (e.g., visual aids for face-to-face, various multimedia for e-learning and online)
- Create engaging learning activities and compelling course content that enhances retention and transfer
- Research and evaluate instructional technology resources and their effectiveness.
- Conduct instructional design research and analysis on learners and contexts
- Create supporting material/media (audio, video, simulations, role plays, games, etc)
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Support the creation and management of course materials, including syllabi and assessment data
- Maintain project documentation and course folders
- Pilot technology-based learning materials

Qualifications

Master degree in instructional design, educational technology or similar. 2-3 years of experience in the field of instructional/educational technology, including designing, developing, and managing technology-based instructional projects and assets.

Requirements

- Proven working experience in instructional design and with instructional technology
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Solid knowledge of course development software and at least one learning management system
- Visual design skills and ability to storyboard
- Ability to write effective copy, instructional text, audio scripts/video scripts
- Gaming technologies knowledge, skills, and/or background
- Expertise in documentation creation and management
- Prior experience with Content Management Systems
- Ability to develop innovative approaches to complex design problems
- Familiarity with various authoring and programming tools, including but not limited to HTML and Flash
- Strong graphic and multimedia design skills.

Special Knowledge and Skills

- The ideal candidate will be a self-motivated, organized, and detail-oriented team player who is capable of participating in collaborative instructional development processes and activities, is able to work independently, and has strong intellectual and analytical skills.
- Position requires the ability to collect data, create reports and prepare written communication with an attention to detail and accuracy.
- Ability to manage multiple projects simultaneously leading and actively collaborating with others on cross-functional teams and meet deadlines
- Highly organized with able to thrive in a fast-paced, deadline-oriented environment
- Excellent communication skills, strong analytical and verbal communication skills, and excellent interpersonal skills
- High degree of flexibility and tolerance for change
- Ability to work collaboratively within an academic community.
- Ability to produce professional digital media assets, including videos, audio, animation, and screencasts, podcasts based on client needs. Experience with the Adobe suite a plus.
- Experience with Learning Management Systems
- Understanding of pedagogical issues related to adult learning
- Experience with training and staff development
- Experience with music-related technologies and software a plus.
- Experience with active learning space design a plus.

Application

- CV
- Cover letter
- 2 references required

Positions: 1-2



Reward

We offer a highly competitive rewards and benefits package including private healthcare, vouchers, and an annual gym subsidization.

Deadline for Application

Please submit your CV accompanied by a cover letter by 17/07/2017 at odysseos.m@unic.ac.cy

Επισυναπτόμενο Γ

10 March 2017

Προκήρυξη υποτροφιών για διδακτορικές σπουδές

Το Πανεπιστήμιο Λευκωσίας δέχεται αιτήσεις για πέντε (5) πλήρεις υποτροφίες για το Διδακτορικό Πρόγραμμα στις Επιστήμες Αγωγής, στις θεματικές:

- Εξ αποστάσεως εκπαίδευση και ηλεκτρονική μάθηση
- Διασφάλιση και Αναβάθμιση της Ποιότητας στην Τριτοβάθμια Εκπαίδευση
- Διασφάλιση και Αναβάθμιση της Ποιότητας στην Εξ αποστάσεως Εκπαίδευση

Αίτηση

Η αίτηση πρέπει να περιλαμβάνει:

- Συμπληρωμένη αίτηση εισδοχής.
- Αναλυτικό βιογραφικό σημείωμα.
- Επικυρωμένο αντίγραφο των προσόντων/πτυχίων.
- Επίσημο αποδεικτικό σπουδών στο οποίο να παρουσιάζονται αναλυτικά τα μαθήματα προπτυχιακού και μεταπτυχιακού επιπέδου με τις αντίστοιχες επιδόσεις σ' αυτά.
- Ερευνητική πρόταση που θα προσδιορίζει το ερευνητικό πρόβλημα, θα παρουσιάζει αναδίφηση της σχετικής βιβλιογραφίας και θα παραθέτει την ερευνητική μεθοδολογία που θα ακολουθηθεί.
- Αποδεικτικό καλής γνώσης της αγγλικής γλώσσας.
- Δυο συστατικές επιστολές από καθηγητές Ανώτατων Εκπαιδευτικών Ιδρυμάτων ή Ερευνητικών Κέντρων, οι οποίες υποβάλλονται σε σφραγισμένο φάκελο ή αποστέλλονται με ηλεκτρονικό ταχυδρομείο (christodoulou.a@unic.ac.cy).
- Επιστολή εκδήλωσης ενδιαφέροντος για παραχώρηση υποτροφίας.

Κριτήρια Αξιολόγησης

Τα κριτήρια αξιολόγησης των υποψηφίων είναι τα ακόλουθα:

- Ερευνητική πρόταση
- Ακαδημαϊκή επίδοση σε προηγούμενες σπουδές
- Επιπρόσθετα ακαδημαϊκά προσόντα
- Συμμετοχή σε Συνέδρια/Δημοσιεύσεις κλπ.
- Συστατικές επιστολές

Προθεσμία Υποβολής Αίτησης

Αιτήσεις μπορούν να υποβληθούν μέχρι και τις **15 Ιουλίου 2017**.

Αιτήσεις στις οποίες δεν θα συμπεριληφθούν όλα τα απαιτούμενα στοιχεία και δικαιολογητικά ή θα σταλούν εκπρόθεσμα δε θα ληφθούν υπόψη.

Οι υποψήφιοι/οι στις/στους οποίες/ους θα παραχωρηθεί η υποτροφία θα πρέπει να παρακολουθούν το πρόγραμμα ως φοιτήτριες/ές πλήρους φοίτησης και υποχρεούνται να έχουν διδακτικές ή άλλες υποχρεώσεις στο Πανεπιστήμιο διάρκειας μέχρι 20 ωρών την εβδομάδα χωρίς την καταβολή επιπρόσθετης επιχορήγησης.

Σε περίπτωση που η/ο υπότροφη/ος αποχωρήσει από το πρόγραμμα σπουδών πριν από την ολοκλήρωση των απαιτήσεων του προγράμματος και την απόκτηση του διδακτορικού τίτλου, η υποτροφία διακόπτεται. Το Τμήμα έχει τη δυνατότητα να εισηγηθεί στην Επιτροπή Μεταπτυχιακών Σπουδών (ΕΜΣ) διακοπή της υποτροφίας σε περίπτωση μη ικανοποιητικής ακαδημαϊκής επίδοσης της/του φοιτήτριας/τή.

Η ΕΜΣ αποφασίζει για την αναστολή, μείωση ή τερματισμό της παραχώρησης υποτροφίας σε συγκεκριμένη/ο φοιτήτρια/τή, όταν κρίνει ότι συντρέχουν ειδικοί λόγοι που το επιβάλλουν (π.χ. λόγοι σχετικά με την επίδοση του υπότροφου).

Στο τέλος του ακαδημαϊκού έτους η/ο Ερευνητική/ός Σύμβουλος της/του φοιτήτριας/τή υποβάλλει στη ΕΜΣ δισέλιδη έκθεση προόδου για τις ερευνητικές δραστηριότητες της/του φοιτήτριας/τή.

Για περισσότερες πληροφορίες μπορείτε να επικοινωνείτε στο angelides.p@unic.ac.cy.

Επισυναπτόμενο Δ

Distance Learning Faculty Training Certificates Certificate 1: Distance Learning Essentials

Course Duration: 3 hours

The aim of this course is to provide attendees with all the knowledge to create a Distance Learning (DL) course that meets the standards of DL courses at the University of Nicosia as well as achieving the skills needed create engaging activities and to better perform course and student monitoring.

This course is broken down into two parts that provides information on the following areas:

- A. DL Guidelines
- B. Moodle Basics

Each area is described further below:

A. DL Guidelines (1.5 hours)

To receive the certificate attendees must attend this part.

After completing this part of the course attendees will be familiar with the requirements for offering a DL course at the University of Nicosia.

Attendees will be encouraged to have an open discussion on what they think should be included in a DL course and what they hope to achieve while offering a DL course. Following this discussion, these DL documents will be outlined:

- DL Documentation
- Faculty Guidelines for the Development and Delivery of Distance Learning courses
- Guidelines for the Preparation of Distance Learning Course Outlines

Attendees will be provided access to these documents in digital format during the training.

B. Moodle Basics (1.5 hours)

Attendees should now know what the minimum requirements for running a DL course are.

After completing the second part of this course attendees should be comfortable to create Moodle basic activities as well as monitor the performance of their students.

Moodle Basics is designed to give attendees a fundamental understanding of Moodle and how to manage online courses. It aims to provide attendees with the knowledge and skills needed create basic activities and to perform course and student monitoring. Topics covered include:

- Course Creation
- Creating Content in Courses (Forum, Assignments, Files, Folders, Pages, URLs and Labels)
- Monitoring Assignments and Anti-Plagiarism
- Gradebook and Course Reporting
- Course Management

Certificate 2: Moodle Essentials

Course Duration: 3 hours

The aim of this course is to provide attendees with skills needed to create more engaging activities in their Distance Learning courses. These activities will take the students' focus away from the course content and shift it towards student generated content and student-to-student interaction.

The following will be covered in this course:

A. Chat

A simple and familiar tool to most participants, the chat activity allows participants to have a real-time synchronous discussion in a Moodle course.

B. Glossary

The glossary activity allows participants to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher.

C. Quiz

One of the more common modes of assessment in Moodle, the quiz activity allows the teacher to design and build quizzes consisting of a large variety of question types, including multiple choice, true-false, short answer and drag and drop images and text.

D. Groups

Promoting group work can be achieved using the group functionality in your course. You can assign a student to one (or more) groups and in their groups students can work together to complete a task.

E. Wiki

A wiki is a collection of collaboratively authored pages. Basically, a wiki page is a web page everyone in your course can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each student has the ability to create new pages and build on content developed by other students.

F. Lesson

The lesson presents a series of pages to the student who is usually asked to make some sort of choice related to the content. Depending on their choice the activity will send them to a specific page in the lesson. Thus with planning, the Lesson activity can customize the presentation of content and questions to each student with no further action required by the teacher.

Certificate 3: Creative Media Essentials

Course Duration: 3 hours

This certificate has been developed with the aim of providing lecturers with the skills to produce engaging material and presentations for their students.

This course is broken down into three parts that provides information on the following areas:

- A. Teleconferencing - Cisco WebEx
- B. Office Mix
- C. Camtasia

Each area is described further below:

A. Teleconferencing - Cisco WebEx (1 hour)

WebEx lets you have online meetings with anyone who has an Internet connection – including mobile users. You will be connected with audio and video and you can share content from your computer which allows you to present content to your students in real-time – such as PowerPoint files, Word documents or even browse the web together.

Your students will have the option to share their image via webcam. With WebEx, you can have a conversation with your students and the image will dynamically change to show you who is currently speaking. It is like a regular class but everyone is using a webcam.

Meetings don't have to happen just on the computer. WebEx has free mobile applications for most smartphones, and tablets so you can join a meeting when you aren't at your desk. Just download the application and join.

In addition to showing the full functionality of WebEx, attendees will also be trained on the usage of the Scheduling System. This system allows anyone with access to schedule a teleconference with their students.

B. Office Mix (1 hour)

Creating a lesson is as easy as adding a handful of interactive elements to your PowerPoint presentation. You can create interactive lessons that:

- Can be watched sped up or slowed down, from the beginning or from any slide.
- Contain quizzes that check student comprehension.
- Include screen recordings of other applications running on Windows.

Office Mix recordings are stored directly in your UNic account – linked to your UNic email address. This means that you have complete control of your content and have the freedom to update it at any time.

C. Camtasia (1 hour)

Record what's on your computer screen to create powerful video lessons with Camtasia. Edit your video lessons the way you want; add secondary videos from your webcam and media to add a personal touch. Add quizzes and comprehension questions to your lessons to see how students are learning.

Επισυναπτόμενο Ε

Designing and Delivering Successful Training Programs – Train the Trainer Course

<http://education.cardet.org/index.php/en/train-the-trainer>

Program Content

Unit 1

- Foundations of training
- Characteristics of exceptional trainers
- Using the course's online learning environment

Unit 2

- How people learn
- Basics of Instructional Design models

Unit 3

- Conducting Training Analysis
- Defining learning outcomes

Unit 4

- Design & Development: Selection of Instructional Strategies
- Integrating ICT in Training Activities

Unit 5

- Online Learning and ICT Integration

Unit 6

- Principles of design
- Selecting Instructional Material and Visual Aids

Unit 7

- Implementation: Delivering and Managing Training Programs

Unit 8

- Assessment and Evaluation
- Monitoring and Feedback

Unit 9

- Challenges and Pitfalls
- Training program examples and discussion

Unit 10

- Putting all the pieces together
- Building your own training program

DESIGNING & DELIVERING SUCCESSFUL TRAINING PROGRAMS

Train the Trainer

June 26-30
08:30 - 14:00
DURATION 25hrs

UNIVERSITY OF NICOSIA,
EUROPA BUILDING



This course will provide you with the knowledge, skills, and competences to design and deliver effective Face-to-Face and Online courses.



Trainer: Dr. Charalambos Vrasidas, an international expert with more than 20 years of global expertise in designing and delivering education programs in more than 40 countries



The programme has been approved by HRDA. Entrepreneurs/organisations participating with their employees who satisfy HRDA's criteria, are entitled to the subsidy.

Initial cost: 356€ (incl. 57€ VAT)
HRDA subsidized: 239 euros
Final Cost: 117€ (incl. 57€ VAT)

FIND OUT MORE AND APPLY

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Designing & delivering successful training programs - Train the Trainer course detailed schedule

DAY 1 – Foundations of training – 26/06/2017		DAY 2 – Design and development of training programs – 27/06/2017	
08:30-10:00	Foundations of Training and Characteristics of Exceptional Trainers	08:30-10:00	Conducting Training Analysis
10:00-10:15	Break	10:00-10:15	Break
10:15-11:15	Using the Online Learning Environment	10:15-11:15	Defining Learning Outcomes
11:15-12:15	Understanding How People Learn	11:15-12:45	Design & Development: Selection of Instructional Strategies
12:15-12:30	Break	12:45-13:00	Break
12:30-14:00	Instructional Design Models	13:00-14:00	Integrating ICT in Training Activities

DAY 3 – Instructional strategies and ICT integration – 28/06/2017		DAY 4 – Delivering, managing and evaluating training programs - 29/06/2017	
08:30-10:00	Online Learning and ICT Integration	08:30-10:00	Implementation: Delivering and Managing Training Programs
10:00-10:15	Break	10:00-10:15	Break
10:15-11:15	Online Learning and ICT Integration	10:15-11:15	Implementation: Delivering and Managing Training Programs
11:15-12:15	Principles of design	11:15-12:45	Assessment and Evaluation
12:15-12:30	Break	12:45-13:00	Break
12:30-14:00	Selecting Instructional Material and Visual Aids	13:00-14:00	Monitoring and Feedback

DAY 5 – Building your own training program – 30/06/2017	
08:30-09:30	Challenges and Pitfalls
09:30-10:00	Training Program Examples and Discussion
10:00-10:15	Break
10:15-11:15	Training Program Examples and Discussion
11:15-11:45	Putting all the pieces together
11:45-12:00	Break
12:00-14:00	Building your own training program

List of Faculty Attending the Training Program
Designing and Delivering Successful Training Programs
Train the Trainer Course

1. Dr Antonia Sophocleous-Lemonari
2. Dr Alexandros Heraclides
3. Mr Michail Georgiou
4. Dr Anna Efstathiou
5. Dr Marios Adonis
6. Dr Rossitsa Terzieva-Artemis
7. Dr Polina Mackay
8. Dr Michalis Kontos
9. Mr Andreas Themistocleous
10. Dr Stravoulla Soukara