

AGENDA

ONLINE MASTER TRAINER TRAINING ON “TRAINING MANAGEMENT SKILLS FOR IN-COMPANY COORDINATOR”

Date & Time: June 22nd - 24th, 2022, 8.30 -16.45,
Training link: Will be updated later

Background

On October 28, 2020, the Director General of the Directorate of Vocational Education and Training (DVET) issued Decision No. 766/QĐ-TCGDNN on promulgating training on management skills for in-company coordinators. DVET and the Programme Reform of TVET in Viet Nam (TVET Programme) agreed that TVET Programme will provide technical support for the implementation of master trainer training course to disseminate the training programme. In 2020, the TVET Programme supported DVET in the delivery of 02 master trainer trainings on management skills for in-company coordinators in Ha Noi and Ho Chi Minh city. Further, the development of a training package for master trainers was supported in order to disseminate the training nationwide.

In the 2021 operational planning process, DVET requested the TVET programme to further support the delivery of master trainer trainings on management skills for in-company coordinators. However, the Covid-19 mitigation measures has made presence training activities impossible in 2021. To ensure that training courses will nevertheless be conducted the TVET Programme has worked with experts to digitize the training course by complementing presentations, videos, digital reading material, discussion exercises and tests during and at the end of the course.

Given this context, DVET and the TVET Programme co-organise a virtual training course to transfer the developed digital training programme for master trainers at the partner TVET institutes. This ensures the strengthening of the capacity and skills of TVET teachers to be able to conduct the training on management skills for in-company coordinators through their LMS.

Objectives

While completing the training programme, the learners can:

1. Understand how to use and operate digital training material on LMS while delivering training on management skills for in-company coordinator
2. Understand all the contents covered by Decision No. 766/QĐ-TCGDNN and have capacity to deliver the training on management skills for in-company coordinator. All the contents are below:
 - Analyse training process at enterprises;
 - Apply relevant legal and professional regulations on vocational education in business environment;
 - Identify enterprises needs on internal training and cooperative training;

- Develop training plans, implement, monitor and evaluate training programmes at enterprises;
 - Develop enterprises' internal training system.
3. Implement replication training in blended format which combines virtual and in-person training.

Training content

The master trainer training course will focus on the following key topics:

- Develop the blended training plan, which combine virtual and in-person training;
- Understand the Function, How to use and operate the digital materials on LMS platform;
- Legal framework on vocational education and training and its application in enterprises;
- Organize training at enterprises;
- Identify training needs;
- Develop training plan, monitor and evaluate the training programme;
- Develop enterprises' internal training system.

The training also addresses future master trainers' concerns and queries related to their role.

Training methods

- Training will be implemented virtually over 3 days and guided by 2 key experts teaching the training content of in-company coordinator and 2 U-learning experts introducing the functions of the LMS platform
- Training will be delivered through presentations on introducing different Learning Unit topics, exercises, sharing knowledge and discussion among trainers, experts and participants.
- Learners are encouraged to exchange and discuss with each other.

Participants

Participants (teachers, management staff from partnering TVET Colleges, representatives from business partner who will be involved in organizing in-company coordinator programme). Each institutes can register for 2 persons to participate (both TVET colleges personnel and their business partners are encourage to join).

Tentative agenda

Time	Contents	Person in charge
Day 1 – June 22nd		
8.30 – 8.45	Welcome remarks and opening speeches	<i>Representative from DVET - Continuing Training Department</i> <i>Representative from TVET Programme</i>

Time	Contents	Person in charge
8.45 – 9.30	Introduction of the training on management skills for in-company coordinators and the outline to implement the blended training programme	<i>Presented by Mr. Bui The Dung and Ms. Tran Thi Kim Anh</i>
9.30 – 10.00	Tea-break	
10.00 – 11.45	Introduction to digital training material on the LMS platform <ul style="list-style-type: none"> • Understand the functions of the LMS platform • Understand the operation of using digitized learning materials on the LMS platform • Guidance on the “operational manual” for the LMS platform 	<i>Presented by U-learning experts</i>
11.45 -13.30	Lunch	
13.30 – 14.15	Learning Unit 1: Vocational Education and Training, Legal Documents, Vocational Training Process	<i>Presented by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh, TVET Experts</i> <i>U-learning Experts</i>
14.15 – 15.00	Video watching time for learners with focus on the highlighted points under Learning Unit 1	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
15.00 – 15.15	Tea-break	
15.15 – 16.00	Reading time for learners to go through reading material under Learning Unit 1	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
16.00 – 16.45	Plenary Discussion on all related issues under Learning Unit 1	<i>Moderated by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh and U-learning experts</i> <i>All participants</i>
Day 2- June 23rd		
8.30 – 9.15	Learning Unit 2: Identification of internal training demand	<i>Presented by Mr. Bui The Dung and Ms. Tran Thi Kim Anh</i> <i>U-learning experts</i>

Time	Contents	Person in charge
9.15 – 10.00	Video watching time for learners with focus on the highlighted points under Learning Unit 2	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
10.00 – 10.15	Tea-break	
10.15 – 11.00	Reading time for learners to go through reading material under Learning Unit 2	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
11.00 – 11.45	Plenary Discussion on all related issues under Learning Unit 2	<i>Moderated by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh and U-learning experts</i> <i>All participants</i>
11.45 -13.30	Lunch	
13.30 – 14.15	Learning Unit 3 and 4: Evaluate cooperation competency and develop training plan	<i>Presented by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh, TVET Experts</i> <i>U-learning Experts</i>
14.15 – 15.00	Video watching time for learners with focus on the highlighted points under Learning Unit 3 and 4	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
15.00 – 15.15	Tea-break	
15.15 – 16.00	Reading time for learners to go through reading material under Learning Unit 3 and 4	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
16.00 – 16.45	Plenary Discussion on all related issues under Learning Unit 3 and 4	<i>Moderated by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh and U-learning experts</i> <i>All participants</i>
Day 3- June 24th		
8.30 – 9.15	Learning Unit 5: Monitoring and evaluating the training course	<i>Presented by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh, TVET Experts</i> <i>U-learning Experts</i>
9.15 – 10.00	Video watching time for learners with focus on the highlighted points under Learning Unit 5	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>

Time	Contents	Person in charge
10.00 – 10.15	Tea-break	
10.15 – 11.00	Reading time for learners to go through reading material under Learning Unit 5	<i>Learners with the guidance and support of Trainers and U-learning Experts</i>
11.00 – 11.45	Plenary Discussion on all related issues under Learning Unit 5	<i>Moderated by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh and U-learning experts</i> <i>All participants</i>
11.45 -13.30	Lunch	
13.30 – 14.15	Learning Unit 6: Development of human resource and internal training system	<i>Presented by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh, TVET Experts</i> <i>U-learning Experts</i>
14.15 – 15.00	Plenary Discussion on all related issues under Learning Unit 1	<i>Moderated by: Mr. Bui The Dung and Ms. Tran Thi Kim Anh and U-learning experts</i> <i>All participants</i>
15.00 – 15.15	Tea-break	
15.15 – 16.30	Summary and evaluation of the training programme	<i>Mr. Bui The Dung and Ms. Tran Thi Kim Anh, TVET Program's Experts U-learning experts</i>

Note: This is a tentative agenda and is subject to change.