



TRAIN THE TRAINER

Online course participant pack

This course fulfils the training requirements of the UNICEF UK Baby Friendly Initiative and provides appropriate updating for NMC requirements. Please read prior to the course.

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WELCOME

We are pleased to welcome you to the UK Committee for UNICEF (UNICEF UK) Baby Friendly Initiative Train the Trainer online course.

AIM OF THE COURSE

To enable course participants to deliver effective in-house breastfeeding training using the UNICEF UK Baby Friendly Initiative training pack.

COURSE OVERVIEW

The Train the Trainer course is intended for individuals who have been designated as trainers within their employing organisation. All participants should have previously attended the Baby Friendly course on Breastfeeding and Relationship Building or the course on Embedding Baby Friendly Standards in Neonatal Care, and should have received an accompanying workbook. **Please bring this workbook with you to the online Train the Trainer course.**

This course consists of two taught days facilitated remotely via Microsoft Teams. These will run from **9:15-15:45 on Day 1** and **9:00-15:45 on Day 2**, with plenty of comfort breaks scheduled (see schedule on pages 3-4). If you are in doubt as to whether this course is suitable for you, please contact the Baby Friendly office. Due to confidentiality and copyright, we ask that you do not record the online course.

On the second afternoon of the course, we will ask you to present a **short teaching session** lasting up to eight minutes. You will have some built-in preparation time for this after lunch on Day 2, however you may also want to consider having a small amount of additional time available after Day 1 finishes or before the start of Day 2. More details will be given during the course.

EXPECTED LEARNING OUTCOMES

At the end of the course participants will:

1. Be able to identify key components of an effective training programme for adult learners
2. Be able to describe a range of teaching and learning methods and resources
3. Have had an opportunity to practise facilitation of a teaching and learning session
4. Have sufficient knowledge of the contents and suggested use of the UNICEF UK Baby Friendly Initiative training pack to be able to begin using it
5. Understand the importance of appropriate weighting in relation to the various components of a training programme to incorporate infant feeding and relationship building
6. Be able to describe the crucial role of Practical Skills Reviews in linking theory to practice and consolidating learning
7. Be able to describe how reflection and review improve learning and to demonstrate how they may be incorporated into education programmes
8. Be able to describe why evaluation is an important part of developing and delivering a training programme
9. Describe some ways of evaluating the effectiveness of their own teaching.

TIMETABLE: DAY 1

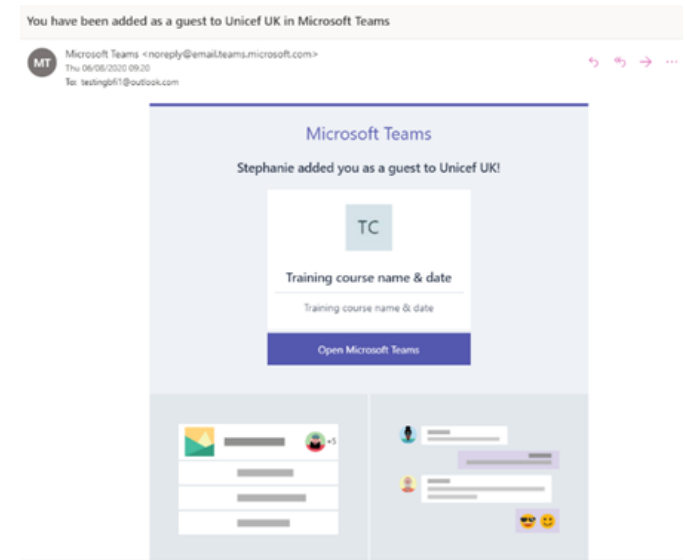
Time	Session	Outline of content
09.15	Participants join, welcome and IT check	Initial greetings Use of key technology features
	Introductions	How the course will run Brief introductions Creating a positive learning environment Expectations and outline of the course
	Education and learning theories	Introduction to Bloom (knowledge, skills and attitudes) Experiential learning The learning pyramid
	The Baby Friendly training pack	Overview of training pack Copyright and usage
10:50	Tea break (15 minutes)	
	Understanding the learning process	How adults learn Different types of participants Managing challenging participants Energiser
	Facilitating learning	Creating memorable training Preparation and presentation
12.30	Lunch (45 minutes)	
	Being an effective trainer	Creating memorable training Preparation and presentation Online training
	Structuring your training	Teaching and learning activities—pros and cons
14:45	Tea break (15 minutes)	
	Online training	Moving the course into an online format
15:30-15:45	Wrap up	Review of Day 1

TIMETABLE: DAY 2

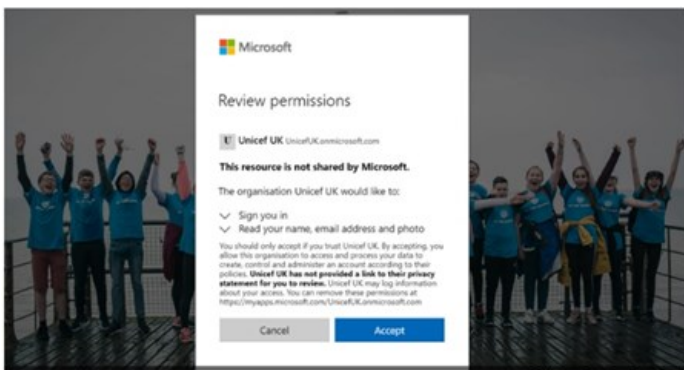
Time	Session	Outline of content
09.00	Welcome back	Review of yesterday
	Reviewing—practice makes perfect	Why and how Learning pyramid
	Assessment and evaluation	What is evaluation? Assessing learning Evaluating the training process
10.45	Tea break (15 minutes)	
	Planning a training programme	Baby Friendly Initiative standards and training needs of various groups
	Using the UNICEF UK training pack	Planning the teaching of a session using materials from the training pack
12:30	Lunch plus prep for teaching sessions (75 minutes)	
	Teaching sessions	Participants will demonstrate learning from the course by developing and presenting a teaching session about how they would plan a session
15:30-15:45	Wrap up and close	What next? Evaluation

ACCESSING THE COURSE VIA MICROSOFT TEAMS

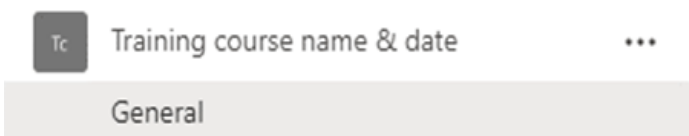
To join the two taught days of the online course, you will need to access Microsoft Teams and have downloaded the **Teams app**. Please let us know the email address that you use to access Teams (either via your workplace or by using a Microsoft account). For information on Teams, please [read this guide](#).



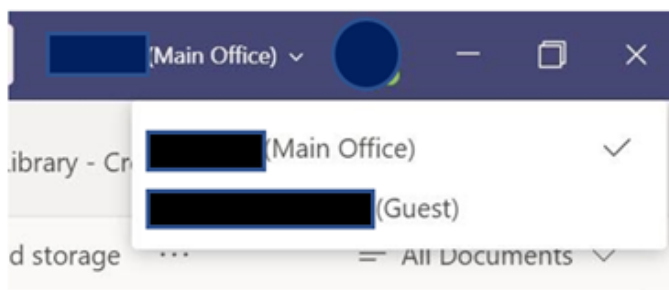
1. We will add you as a guest to a specific **Team** for the training course you are attending. You will receive an email to let you know you have been added to the Team.



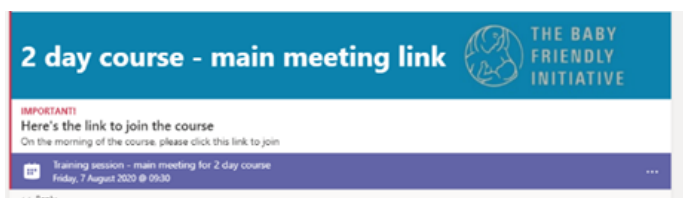
2. You may see a screen asking you to review permissions. Click **Accept** to proceed.



3. In your Teams app, you will then have access to the Team for the course. Click the **General** channel to access the meeting link.

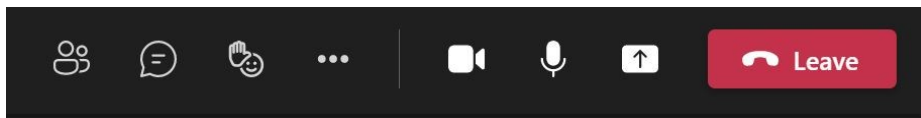


4. If you use Teams for work, you may need to select the **UNICEF UK network** from the drop down by your profile picture to switch between your main account and guest access with UNICEF.



5. We will send an invite for the main meeting link for the course, and the link will also be posted in the **General channel** of the Team. On the day of the course, you can click "join" when the meeting has started from the link on the General channel.

FURTHER GUIDANCE ON MICROSOFT TEAMS



During the meeting, there is a **command bar** which will appear at the top of your screen

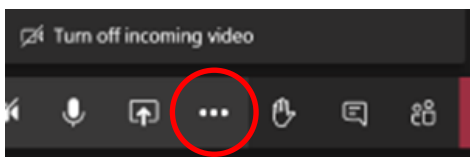
You can change your **video** and **audio** settings by pressing the buttons here:



Camera and audio are on.

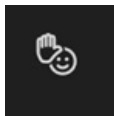


Camera and audio are off. We recommend muting your microphone when not speaking to minimise any background noise for others.

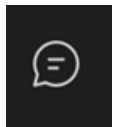


You can access more menu options by clicking the **ellipsis**.

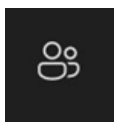
Turn off incoming video will mean you stay connected by audio, but will no longer see anyone else's video feed. Others on the call will still see the video, but this will help if you feel your connection is breaking up as it may improve call quality.



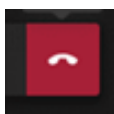
You can **raise (or lower)** your hand to get the tutor's attention or ask a question by clicking this icon. A small yellow hand icon will appear next to your name, and remain until you click the button again to lower it.



Click the **message** icon to show the **conversation pane** which will appear on the right. This will bring up the chat box which will be used throughout the course.

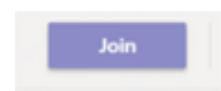


Click the **people** icon to show the **participants pane** that will appear on the far right.



You can leave the meeting by clicking the red phone icon to **hang up**.

If you accidentally leave a call, you can re-join via the meeting link or from the meeting chat page where there should be a purple **join** button.

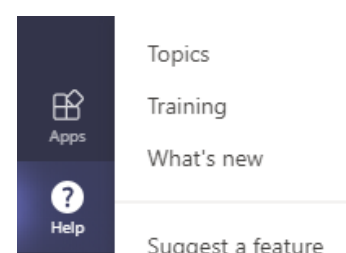


During the course, the tutors will provide further information about joining breakout rooms within the meeting.

FURTHER HELP

There's a **Help section** in the bottom left corner of Teams.

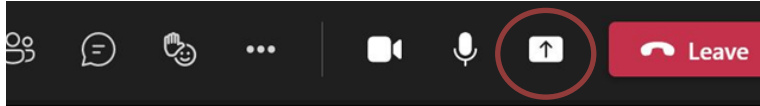
Click either **Topics** or **Training** to find out more about how to use Teams. In **Training** there's a number of short videos to take you through learning something new, or if you just want a refresher.



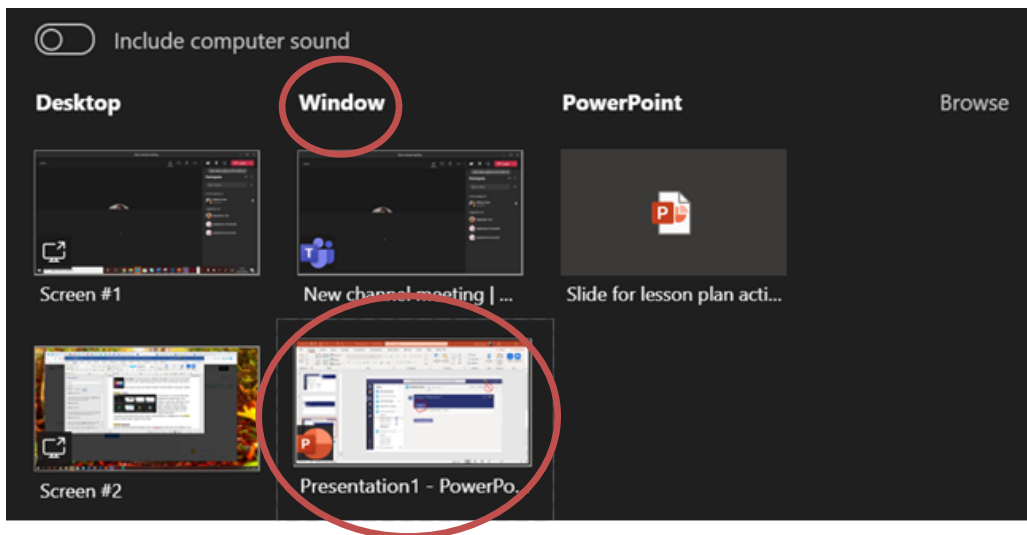
SHARING SCREENS IN MICROSOFT TEAMS

To present your short teaching session on the second afternoon of the course, you will be asked to **share your screen** within Teams. Ahead of the course, please familiarise yourself with the following directions:

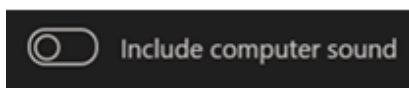
1. Open the PowerPoint file on your computer. Then, in your Teams toolbar, click on the **Share** button.



2. A black bar will appear with your screen sharing options. Under **Window**, select your **PowerPoint file**. You may need to scroll down to find the PowerPoint if you have multiple files opened on your computer.



3. If your presentation features audio or video, click **Include computer sound** before sharing.



4. You will now be successfully sharing your screen. Click **stop sharing** to end your presentation.

TIPS FOR TEAMS

We recommend considering the following aspects for joining the course via video call:

- Test your setup before the course – make sure you have downloaded the Teams app and tested your computer settings and internet connection before the course
- Find a quiet space to work, if you can, and use headphones to help improve sound quality
- Mute your microphone when not speaking to minimise background noise to the group (and remember to unmute if you are asking a question)
- Consider your camera setup – having the light source to the side or in front of you will work best and please have your camera on at all times during the course, if possible
- Troubleshooting – if you have connection issues, try closing down anything else on your computer and restarting Teams. You can make a test call and review your devices by clicking your profile picture in the top right, clicking Settings and then Devices
- We recommend joining from a computer or laptop rather than any other device (e.g. iPad or mobile). Joining on other devices may limit your functionality to take part in the course via chat and breakout rooms and we will be unable to provide specific technical support for this.

Settings

General

Privacy

Notifications

Devices

Permissions

Calls

Plantronics Blackwire 3225 Series

Speaker

Headset Earphone (Plantronics Blackwire 3225 Series)

Microphone

Headset Microphone (Plantronics Blackwire 3225 Series)

Make a test call

Secondary ringer

None

Camera

USB Video Device