

MODULE D: RECOGNISING AND SUPPORTING OECMS

NB: This module is intended for people who have completed Modules A-C

OECM training, Module D (2 blocks of 45 min -> 1.5 h total)  
 Overall objectives: 6a, 6b  
 Target groups (as per objectives matrix): ALL

Time	Agenda item	Content	Method(s)	Materials	Handouts	Responsible	Overall objective	Comments and further instructions	Guidance for online version of module
00:00-00:15	Opening, short introductions, agenda orientation	Opening, introductions, agenda	Speech, Round of Table (optional)	Flipchart with agenda (optional)	LoP, agenda (optional)	Main facilitator	6a, 6b	It this is a new group, engage in a round of introductions with the facilitator leading by example with a one line introduction. If this is the same group as Module A, a 'check in' round of single sentence updates from participants would be sufficient.	Precede with technical check-in / troubleshooting (30 min before start of training); Ask people to switch on webcam and use speaker mode (video) during introductions. If there is time, add a question that adds texture, e.g. what participants see when they look out of their window.
00:15-00:30	Introductory expert input: recognising and reporting OECMs	Overview of the importance of different kinds and importance of appropriate recognition and support for OECMs	PPT presentation	PPT, projector, screen, flipchart (for additional explanations)	(maybe announce there will be a script so that people listen and do not write)	Main expert (could be facilitator at same time)		Generic PPT	PPT screenshare.
00:30-01:00	Recognising and supporting OECMs	Determine the appropriate recognition and support for specific OECMs, based on a series of guiding questions (integrated in exercise PPT).	Groupwork, with groups writing answers into the 'OECM Exercise' PPT	PPT, projector, screen, flipchart (for additional explanations)	(maybe announce there will be a script so that people listen and do not write)	Main expert (could be facilitator at same time)		See <b>Trainer Briefing Sheet D-1</b> . Assuming the groups have completed modules A-C, they can use the site they used in Module B.	Groups (as in Module B) come together again and are allocated a breakout space on webinar platform. Either the PPT with the guiding questions for this exercise is shared by the note taker /reporting person, or a cloud based version for collaborative simultaneous work on the questions is used.
01:00-01:15	Discussion	Feedback on the exercise with groups providing details and issues raised within the exercise	Plenary discussion	Discussion plus "parked questions" facilitation board		Main expert (could be facilitator at same time)		Questions or ideas that go beyond the scope of the initial input and anyway will be answered during a subsequent session, will be collected on a "parked questions" facilitation board or flipchart	Normal videoconferencing mode. Depending on number of participants, they can be asked to type questions into chat, from where they then can be read out (after structuring if useful) by the co-facilitator/producer. "Parked questions" board best established as dedicated segment on collaborative whiteboard.
01:15-01:20	Module wrapup	Recap of general take-home messages, further resources including other modules within the training package and printed materials	PPT presentation	PPT, projector, flipchart (for additional explanations)	Module script (?), literature list	Main expert (could be facilitator at same time)		Could also involve resolving any remaining questions from "Parked questions" board.	PPT screenshare. Possibly joint look at collaborative whiteboard (parked questions) if needed.
01:20-01:25	Module evaluation	Evaluation of module by participants	Questionnaire	-Agenda and expectations flipcharts from module beginning	Sufficient numbers of printout of questionnaire	Participants		See pre-prepared questionnaires, that you can further edit.	Best as online questionnaire, e.g. in Google docs.
01:25-01:30	Closing of module	Very short last summary, thanks, farewell	Presentation	PPT, projector, screen, pointer		Main facilitator, expert, host			PPT screenshare, or (better) simply speech in videoconferencing mode.