

Generic Instructor Course – Coordinators Set Up Programme

Day One

Time		Learning Outcomes												
08:15 - 08:45	Faculty - Faculty Meeting and Tour	Pink notes for Faculty : timing Blue notes for Faculty: role modelling behaviours												
08:30 - 08:45	Candidates - Registration & Coffee													
08:45 - 09:30	Welcome and introductions	Faculty room is seat up in lecture style. 3 rows of 4 chairs on each side with a passage through the middle. 13 chairs up the back of room for the instructors.												
09:30 - 10:15	Adult Learning –Theory to Practice Plenary	•												
10:15 - 10:30	MORNING TEA													
10:30 - 11:00 (30mins)	Lecturing & presentation skills F2F session building on GIC online learning Plenary facilitator Demonstration: (7 mins total SDC followed by 3 min learning conversation LC) Group Reflection	<ul style="list-style-type: none"> Place a large clipboard in each room for instructors to use. Turn on laptops and projectors in each room in preparation for “Lecture Skills” practice 												
11:00 - 12:05	Practice Stations: Lecture skills	All faculty												
(65 mins)	<table border="1"> <tr> <td>A</td> <td>X 2 Instructors</td> </tr> <tr> <td>B</td> <td>X 2 instructors</td> </tr> <tr> <td>C</td> <td>X 2 instructors</td> </tr> <tr> <td>D</td> <td>X 2 Instructors</td> </tr> <tr> <td>E</td> <td>X 2 instructors</td> </tr> <tr> <td>F</td> <td>X 2 instructors</td> </tr> </table>	A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	<p><i>At the end of this session collect all the green “Lecture Skills”</i></p> <p><i>Practice sheets and collate in order from 1 to 24.</i></p>
A	X 2 Instructors													
B	X 2 instructors													
C	X 2 instructors													
D	X 2 Instructors													
E	X 2 instructors													
F	X 2 instructors													
12:05 - 12:55 (50 mins)	Scenario Teaching & Learning conversation (scenarios and role playing) Plenary: Demonstration (Instructor): (12 mins total – followed by - 3 min LC) (candidate) (group) Group Reflection on above	Faculty room is seat up in lecture style. 3 rows of 4 chairs on each side with a passage through the middle. 13 chairs up the back of room for the instructors. •												
12:55 - 13:35	LUNCH	Set up Plenary room during lunch. See below												
1335 -1430 (55 mins)	Focus on Learning Conversation Facilitator: All faculty to support small groups	Set room up with 6 groups of 6 chairs. (4 candidates and 2 instructors)												
5-7 mins x 4	Practise Learning Conversation in groups of 4 – role played/feedback by instructors													
14:30 - 15:00	Equipment familiarisation for APLS skill & scenario teaching	<ul style="list-style-type: none"> All candidates go to their home rooms Co-ordinator to take Photos of candidates 												

Time		Learning Outcomes												
) Interactive ALSi practise with allocated GIC teaching scenarios <i>All Faculty - go to same room as scenario teaching</i>													
15:00 - 15:30	AFTERNOON TEA													
15:30 - 17:15	Practice Stations: Scenario Teaching	All faculty												
(105 mins)	<table border="1"> <tr> <td>A</td> <td>X 2 Instructors</td> </tr> <tr> <td>B</td> <td>X 2 instructors</td> </tr> <tr> <td>C</td> <td>X 2 instructors</td> </tr> <tr> <td>D</td> <td>X 2 Instructors</td> </tr> <tr> <td>E</td> <td>X 2 instructors</td> </tr> <tr> <td>F</td> <td>X 2 instructors</td> </tr> </table>	A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	<p>At the end of this session collect all the green "Scenario Teaching" practice sheets and collate in order from 1 to 24 with the previous "Lecture Skills" sheet that were collected earlier. Eg: Candidate 1 = Lecture Skills & Scenario Teaching. Candidate 2 = Lecture Skills & Scenario Teaching, and so on...</p>
A	X 2 Instructors													
B	X 2 instructors													
C	X 2 instructors													
D	X 2 Instructors													
E	X 2 instructors													
F	X 2 instructors													
17:15 - 17:45	Peer support and feedback in mentor groups Mentor groups – 'theme' names	<p>Candidates Meet in their Mentor Rooms</p> <p>Divinyls: (pink room) -Room 1 AC/DC: (yellow room)-Room 2 The Waifs : (orange room)- Room 3 Midnight Oil: (green room) Room 4 Men at Work: (purple room) Room 5 Crowded House: (blue room) Room 6</p>												
17:45 - 18:15	Faculty meeting – candidate review preparation for day two													
1900	Dinner	Set up Plenary room for tomorrow morning. Arrange 4 tables each with 6 chairs.												

Day Two

Time		Learning Outcomes												
08:00 - 08:30	Skills teaching - interactive group plenary & demonstration <ul style="list-style-type: none"> 4 groups x 6 around tables - Laminated card activity for 4 stage technique. Plenary – Demonstration: Instructor –(teach 2 candidates) (7 mins SDC, followed by 3 min LC) (group), Group Reflection	<ul style="list-style-type: none"> Candidates will sit in mixed groups at 4 tables of 6. 												
08:30 - 09:45 (75 mins)	Practice Stations: Skills teaching	All faculty												
	<table border="1"> <tr> <td>A</td> <td>X 2 Instructors</td> </tr> <tr> <td>B</td> <td>X 2 instructors</td> </tr> <tr> <td>C</td> <td>X 2 instructors</td> </tr> <tr> <td>D</td> <td>X 2 Instructors</td> </tr> <tr> <td>E</td> <td>X 2 instructors</td> </tr> <tr> <td>F</td> <td>X 2 instructors</td> </tr> </table>	A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	<p>At the end of this session collect all the green "Skills Teaching" practice sheets and collate in order from 1 to 24 with the yesterday's sheets. The order is now: Candidate 1 = Lecture Skills, Scenario Teaching & Skills Teaching. Candidate 2 = Lecture Skills, Scenario Teaching & Skills Teaching and so on...</p>
A	X 2 Instructors													
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09:45 - 10:00	MORNING TEA *****	Set up Plenary room during morning tea												
10:00 - 10:45 (45 mins)	Group dynamics and facilitating small groups – plenary and demonstrations	Faculty room is seat up in lecture style.												

Time			Learning Outcomes												
	Plenary modelling what the candidates will do (some ppt as resource) Demonstration: (7 mins S/D/C) Group:		3 rows of 4 chairs on each side with a passage through the middle. Provide 4 small clipboards with A4 "GIC Group Dynamics" sheet + Pen for group work												
10:45 - 11:45 (60 mins)	Practice Stations: Discussion groups <table border="0"> <tr><td style="background-color: #FF00FF;">A</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #00FF00;">B</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">C</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #00FF00;">D</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #0000FF;">E</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">F</td><td>X 2 instructors</td></tr> </table>		A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	All Faculty <i>At the end of this session collect all the green "Discussion groups" practice sheets and collate in order from 1 to 24 with the mornings sheets. The order is now: Candidate 1 = Lecture Skills, Scenario Teaching, Skills Teaching & Discussion Group. Candidate 2 = Lecture Skills, Scenario Teaching, Skills Teaching & Discussion Groups, and so on...</i>
A	X 2 Instructors														
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D	X 2 Instructors														
E	X 2 instructors														
F	X 2 instructors														
11:45 - 12:15 (30mins)	ALSi preparation before assessment scenarios														
12:15 - 13:00	LUNCH		Set up Plenary room during lunch time.												
13:00 - 14:00	Assessment in simulations – plenary and demonstration Plenary: Demonstration: Instructor for Skill Assessment: Candidate: Instructor for Scenario Assessment Candidate:		Set the tables in a U shape. Arrange 24 chairs around the outside of the U so candidates can see each other. Provide each candidate with a pencil or pen. Provide presenting instructor with 24 BLS assessment sheets and 24 Testing Scenario Illness A sheets. Found in draws in faculty room.												
14:00 - 15:00 (60 mins)	Practice Stations: Skills assessment <table border="0"> <tr><td style="background-color: #FF00FF;">A</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #00FF00;">B</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">C</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #00FF00;">D</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #0000FF;">E</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">F</td><td>X 2 instructors</td></tr> </table>		A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	All faculty <i>At the end of this session collect all the green "Skills Assessment" practice sheets and collate in order from 1 to 24 with the other green sheets. The order is now: Candidate 1 = Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Group & Skills Assessment. Candidate 2 = Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Groups & Skills Assessment and so on...</i>
A	X 2 Instructors														
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15:00 - 15:15	AFTERNOON TEA														
15:15 - 16:45 (90 minutes)	Practice Stations: Scenario assessments <table border="0"> <tr><td style="background-color: #FF00FF;">A</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #00FF00;">B</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">C</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #00FF00;">D</td><td>X 2 Instructors</td></tr> <tr><td style="background-color: #0000FF;">E</td><td>X 2 instructors</td></tr> <tr><td style="background-color: #0000FF;">F</td><td>X 2 instructors</td></tr> </table>		A	X 2 Instructors	B	X 2 instructors	C	X 2 instructors	D	X 2 Instructors	E	X 2 instructors	F	X 2 instructors	All faculty <i>At the end of this session collect all the green "Scenario Assessment" practice sheets and collate in order from 1 to 24 with the other green sheets. The order is now: Candidate 1 = Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Group, Skills Assessment & Scenario Assessment. Candidate 2 = Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Groups, Skills Assessment & Scenario Assessment and so on...</i>
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Time		Learning Outcomes
16:45 - 17:00	Faculty meeting – candidate review	
	Peer support & feedback in mentor groups	Provide each Band mentor groups with “Critical reflection” A4 sheet.
17:00 - 17:15	Mentor Feedback	
17:15 – 17:30	Faculty meeting – preparation for day three	
19:00	Faculty Dinner	

Day Three

Time				Learning Outcomes
08:00 - 08:30	The role of the instructor and mentoring			Provide 12 copies of IC Paperwork for candidates to review
08:30 - 11:00	Practice Two: Lectures, skills and discussions			Place Marking sheets on clip boards in each room and collate them as before with the green
Station/Time				
08:30 - 09:20 Lectures	X 2 Instructors	X 2 Instructors	X 2 Instructors	<p>At the end of this session collect the Yellow assessment forms from each instructor pair. Collate them as before with the green sheets.</p> <p>Candidate 1 = Green Sheets: Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Group, Skills Assessment & Scenario Assessment followed by Yellow Sheets Lecture Skills, Skills Teaching & Discussion Group.</p> <p>Candidate 2 = Green Sheets: Lecture Skills, Scenario Teaching, Skills Teaching, Discussion Groups, Skills Assessment & Scenario Assessment followed by Yellow Sheets Lecture Skills, Skills Teaching & Discussion Group and so on</p>
Lectures	X 2 Instructors	X 2 Instructors	X 2 Instructors	
09:20 - 10:10 Skills	X 2 Instructors	X 2 Instructors	X 2 Instructors	
Skills	X 2 Instructors	X 2 Instructors	X 2 Instructors	
10:10 - 11:00 Discussion	X 2 Instructors	X 2 Instructors	X 2 Instructors	
Discussion	X 2 Instructors	X 2 Instructors	X 2 Instructors	
11:00 - 11:15	MORNING TEA			
11:15 - 12:30	Practice Two: Scenario teaching			
Station/Time	11:15 - 12:30			<p>AS ABOVE</p> <p>Add the Yellow Scenario Teaching Sheet after the Discussion Group sheet</p>
Scenario teaching	X 2 Instructors			
Scenario teaching	X 2 Instructors			
Scenario teaching	X 2 Instructors			
Scenario teaching	X 2 Instructors			
Scenario teaching	X 2 Instructors			
Scenario teaching	X 2 Instructors			
12:30 - 13:00	LUNCH/Faculty meeting			
13:00 - 14:15	Practice Two: Scenario assessment			
Station/Time	13:00 - 14:15			<p>AS ABOVE</p> <p>Add the Yellow Scenario Assessment Sheet after the Scenario Teaching sheet</p>
Scenario assessment	X 2 Instructors			
Scenario assessment	X 2 Instructors			
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Scenario assessment	X 2 Instructors			

Time		Learning Outcomes
08:00 - 08:30	The role of the instructor and mentoring	Provide 12 copies of IC Paperwork for candidates to review
14:15 - 14:35	Faculty meeting	
14:35 - 14:45	Mentors/Candidates	
14:45 - 15:00	Course Closure	