

International train the trainers course

	Time	Topic	Description, Methods	Who?	Materials, Links, Handouts
Welcome					
	19:00-21:00	Welcome meeting	Arrival, introduction, dinner		Initial questionnaires (if not already filled in before) Handout 1: schedule participants Handout 2: list of required android apps
Day 1: Introduction to course (objectives, content, methodology) and participants. Techniques for journalistic interviews. Soundwalk: recording of interviews, sounds and photos					
	10:00-10:30	General aims, introduction	COMAPP project: objectives, presentation of website. Interactive online maps. Action Oriented Media Pedagogy (AOMP) , holistic approach, intergenerational and intercultural learning, role switch (methodological approach “dual heads”).		ppt „COMAPP objectives, methods and mapping” slide 3 – 5 COMAPP-website: http://www.comapp-online.de
	10:30-11:00	Introduction to group	Introduction to group: soundbox intros. Activity: working in pairs, each pair chooses a sound or two to introduce themselves and talk a little bit about why they are doing the course.		Sound boxes
	11:00-11:10	Ground rules	Group discussion (plenary). Establishing agreements (ground rules) for the course.		Flip chart, pencils
	11:10-11:50	Skills in the group	Fiesta! Skills exercise: What skills do we have as a group? General skills, good at..., media, smart phones and apps. Also discuss how much smart phones are used. Listing strengths and weaknesses as a group. Activity: Organise a party and distribute it via media. Who does what? Working in groups of 3-4 Exercise - Introduction by trainer (5 min) - Write down what skills and experience you have (10 min) - Discuss cards in groups (10 min) - Put cards on wall. Discuss in plenary. (15 min)		Cards, pencils

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	11:50-12:15	Exploration of internet maps	Demonstration and exploration of internet maps- who is our target group? How do we integrate text, sound and images? Target group of internet map. Participants could explore for themselves and discuss in plenary		ppt „COMAPP objectives, methods and mapping” slide 6-8 COMAPP-website: http://www.comapp-online.de
	12:15-12:30	Break			
	12:30-13:00	Introduction to recorders	Recording of sound and photos. Introduction to smart phones.		Handout 3: recording sound with the smart phone
	13:00-13:30	Input by participants	Participants present work about their project /media work/station.		
	13:30-17:00	Break (dependent on the country)			
	17:00-17:45	Interview	Introduction to interviewing: research, questions, technical aspects, microphones.		ppt „COMAPP objectives, methods and mapping” slide 9-13 Handout 4: about journalistic interviews
	17:45-18:30	Introduction to sound walk	Route, hotspots, tasks (ideas and collection of sounds, ambient recordings, creative writing etc. interview and sounds), group building.		ppt „COMAPP objectives, methods and mapping” slide 14-20 Handout 5: creating hotspots
	18.30 -19.45	Sound walk	Walking tour with recording : including appointments with some people of local interest to be interviewed and example of developing a hotspot poem in situ (early in walk)		Handout 6: simple exercise in acoustic ecology Local map to be prepared
	19.45-20.00	Evaluation	Oral feed back		

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Day 2: Creating an interactive hotspot: digital editing of sound and photos, composition of online text				
10:00-10:30	Warm up, overview	Warming up exercise, open questions, planning for day ahead.		
10:30-11:00	Planning for group map	Plenary: What did we gather? Building/drawing a group map that includes hotspots. What are participants trying to achieve?		Flip chart
11:00-11:45	Saving data	Save all media data and put them on the computer. Listening to some examples.		different leads,
11:45-12:00	Introduction to text, pictures, sound for maps	Why and how to reduce size of pictures? How to compose text and edit down sound for internet maps?		ppt „COMAPP objectives, methods and mapping” slide 19-22 Handout 7: designing with COMAPP-generator
12:00-12:45	Detailed planning in groups	Group work: groups plan their hot spot. What additional materials do groups need?		Additional material for hot spots to be prepared
12:45-13:00	Break			
13:00-13:30	Input by participants	Participants present work about their project /media work/station.		
13:30-17:00	Break, lunch			
17:00-17:15	Introduction to composition of online text	How to write for small spaces?		Handout 7: designing with COMAPP-generator
17.15-18.45	Creating text	Groups write their text for the hot spot.		
18:45-19:00	Editing pictures	How to reduce size of pictures, cropping of pictures?		Demonstration of the software (e.g. Irfan View)
19:00-19:45	Editing sound	Introduction to the editing software “Audacity”, participants edit their hotspot recordings.		Handout 8: Audacity and Reader: Audacity 2.0
19:45-20:00	Evaluation	Short written feedback of first 2 days.		Cards

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Day 3: Webspace, Creating interactive online maps with the OpenStreetMap (OSM) generator					
	10:00–10:15	Objectives	Planning for day ahead.		
	10:15-11:45	Editing for hotspots	Group work on hot spots (text, sound, pictures).		
	11.45- 12.00	Break			
	12:00–13:00	Establish FTP-server	FTP, Space for Websites: Everyone establishes an individual FTP server using webspace at no extra charge (e.g. bplaced). Upload of files using FTP server.		Handout 9: Creating web space
	13:00-13:30	Input by participants	participants present work about their project /media work/station.		
	13.30-17.00	Break, lunch			
	17:00-17:30	OSM, google maps	Background information to OSM, google maps. Comparison of systems employed by map suppliers: Respective strengths and weaknesses.		Handout 10: Maps on the internet
	17:30-18:30	Generator, introduction and exercise	Introduction to OSM generator. Participants are introduced to the generator. Individual work to input hotspots: Participants construct first elements of map, integrating visual elements and sound.		Handout 11: Short direction for the OSM-Generator Reader: OSM Generator
	18:30-18:45	Break			
	18:45-19:30	Composition of group map	Uploads for the group map. Participants´ exercise with OSM continues.		
	19:30-20:00	Reflection, feed back	Presentation of group map, reflection and feedback in plenary.		

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Day 4: Creating individual websites, Geo caching					
	10:00-10:30	Warm up, objectives	Warm up exercise, Open questions, objectives, planning for day ahead		
	10:30-12:00	Creation of website	Everybody creates a very simple website. Creating HTML-documents that include links.		Handout 9: Creating web space Handout 12: Integrating OSM projects
	12:00-12:15	Break			
	12:15-13:00	Introduction to geo caching	Geo caching as an intellectually demanding GPS based outdoor game.		Demonstration
	13:00-13:30	Input by participants	Participants present work about their project /media work/station.		
	13:30-17:00	Break, lunch			
	17:00-18:00	Import of cache files to smart phones	Find, download, and use online geo cache information (smart phones, outdoor devices). Participants download gpx files from the map /import the cache file into the app.		Handout 13: Geo caching with Columbus Reader: Geo caching
	18:00-19:00	Outside search for caches	Participants search caches with their smart phones.		
	19:00-20:00	Reflection and adaptation for participant projects	Open questions geo caching, ideas for use in different settings, feed back.		
Day 5: Teaching and Learning Skills					
	10:00-10:15	Warm up	Exercise		
	10:15-10:20	Objectives	Planning for day ahead.		ppt „COMAPP teaching and learning“ slide 3
	10:20-10:50	Philosophy of teaching/learning	- The learning cycle. - Training in community media. - Action oriented media pedagogy. - Holistic, interactive, student –centred approaches.		ppt „COMAPP teaching and learning“ slide 4-8
	10:50-11:30	Experiences of teaching and learning	Exercise: participants put down their experience as learners and teachers, discussion in small groups, exchange in plenary.		Cards, pencils
	11:30-11:45	Learning styles	Introduction by trainer, discussion in plenary		Handout 14: Learning styles
	11:45-12:00	Break			

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12:00-12:30	Input by participants	Working with Special interest groups : - Community tutors/peer educators. - Tandem training. - Specialist techniques for different groups-e.g. migrants, women. Toolbox of possible group work activities and teaching methods. (Possible participant presentation).		ppt „COMAPP teaching and learning“ slide 9-17 Handout 15: toolbox Handout 16: Case Study
12:30-13:30	Course design for community media course (specify target group)	Introduction. Divide into groups: - Preparation-work on presentations. - Define course aims, content and approach. - What skills and knowledge do you want the trainees to learn?		Handout 17: Design media course Handout 18: Course outline plan form
13:30-17:00	Break, lunch			
17:00-18:00	Course presentation	Groups present courses followed by questions and feedback. Participants could be divided into 2 feedback rounds to save time.		
18:00-18:15	Objectives	Introduction to evaluation session.		ppt “COMAPP evaluation”, slide 3-4
18:15-18:35	Information on evaluation	Trainer provides basic information.		ppt “COMAPP evaluation”, slide 5-8
18:35-18:50	Brainstorm methods, instruments	Brainstorm on different evaluation tools people have experience of. Summary by trainer.		Flip chart ppt “COMAPP evaluation”, slide 9-10
18:50-19:20	Evaluation exercise	Head Heart Carrier bag.....evaluation exercise and handout.		Handout 19: Head and Heart - Evaluation Large paper, cards in 4 colours, pencils
19:20-19:30	Open questions	Plenary discussion.		
19:30-20:00	Course evaluation	Participants and trainers fill in COMAPP questionnaire.		Final questionnaires
Day 6: Excursion				
	All day	Excursion, visit of local organisations, exchange of experience		

COMAPP – Community Media Applications and Participation

www.comapp-online.de

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