

Pre-course online Module	19.01	Tuesday 20.01	Wednesday 21.01	Thursday 22.01
Module 1: Welcome, introductions and overview of the course Module 2: Understanding the Foundations - Learning Management cycle and key stages - Navigating the ADDIE model: from analysis to evaluation	Arrival of the participants	09:00 Welcome from ETUI - Introduction, welcome, practical details - Presentation of participants - Programme and objectives The art of needs analysis - Assessing Learners’ needs and Learners’ profiles - Tools and methods - Common challenges in the analysis phase	09:00 From Insights to Action: Exploring the Design Phase Design and Development - Exploring key considerations for effective training design - Accessibility and inclusivity in training design	09:00 Beyond Feedback: Evaluating Training Effectiveness - Identifying moments, actors, and tools - Reviewing and assessing evaluation plans Evaluation and conclusions - Evaluations of the workshop and conclusions
		12:30 - LUNCH	12:30 - LUNCH	13:00 - LUNCH
		14:00 Deep dive into design phase: Learning Objectives and Bloom’s taxonomy in European training - Analysing and evaluating course objectives - Report back, collective insights and discussion 17:30- End of the day	14:00 Implementation : Exploring facilitation techniques - Facilitation methods and techniques - Analysing training sequences - Tools and resources 17:30- End of the day	Departure of participants after lunch Post-course online module Module 3: Personal learning reflection and action plan - Lessons learned and recommendations
	DINNER	DINNER	GROUP DINNER	