

## Training of Trainers on Electrical Basics using Virtual TVET

### EXAMPLE PROGRAM SCHEDULE

Time	Session	Resource Person
<b>Day 1   28 March 2022 - Monday</b>		
<b>1:00 PM</b>	<b>Opening Ceremony</b> Welcome and Introduction by Master of Ceremony <i>(10 mins)</i>  Address by CPSC DG <i>(10 mins)</i> Address by LABTECH Int'l President <i>(10 mins)</i>  Video Presentation CPSC & Labtech <i>(20 mins)</i>  Group Photo-taking <i>(10 mins)</i>	<b>CPSC &amp; LABTECH</b>
<b>2:00 PM</b>	Break <i>(15 mins)</i>	
<b>2:15 PM</b>	<b>Program Orientation <i>(30 mins)</i></b> Introduction/House Rules	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>2:45 PM</b>	<b>The use of a TVET LMS &amp; Virtual TVET <i>(60 mins)</i></b> Demonstration and Getting Participants to Login	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>3:45 PM</b>	Q & A <i>(30 mins)</i>	<b>Participants</b>
<b>4:15 PM</b>	Task/Activity <i>(15 mins)</i>	<b>Participants</b>
<b>4:30 PM</b>	END OF DAY	
<b>Day 2   29 March 2022 - Tuesday</b>		
	Topic 1: Digital TVET Framework and What is Virtual TVET	Labtech International
<b>1:00 PM</b>	Introduction to Session <i>(10 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>1:10 PM</b>	Where are we now? <i>(20 mins)</i>	<b>Mr. Brad Ker</b>

		GM Labtech Academy
<b>1:30 PM</b>	Mastering a Digital TVET Framework <i>(45 mins)</i>	<b>Dr. Steven McKee</b> President & Founder Labtech International
<b>2:15 PM</b>	Break <i>(15 mins)</i>	
<b>2:30 PM</b>	How to Maximize the use of Virtual TVET <i>(60 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>3:30 PM</b>	Break <i>(15 mins)</i>	
<b>3:45 PM</b>	Different Approaches of Blended (Hybrid) Learning <i>(30 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>4:15 PM</b>	Session Summary <i>(15 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>4:30 PM</b>	Q & A <i>(15 mins)</i>	<b>Participants</b>
<b>4:45 PM</b>	Task/Activity 1 <i>(15 mins)</i>	<b>Participants</b>
<b>5:00 PM</b>	END OF DAY	
<b>Day 3   30 March 2022 - Wednesday</b>		
	Topic 2: Best Practices & Navigating Yourself around a TVET LMS and Reporting	Labtech International
<b>1:00 PM</b>	Introduction to Session <i>(10 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>1:10 PM</b>	Review of Session 1 <i>(20 mins)</i>	<b>Mr. Brad Ker</b> GM Labtech Academy
<b>1:30 PM</b>	Best Practices & Safety in Electrical Training <i>(60 mins)</i>	<b>Guest Speaker</b> <b>Mr. Antonis Siamas</b> Head Trainer & SME Superior Training Center Australia
<b>2:30 PM</b>	Break <i>(15 mins)</i>	
<b>2:45 PM</b>	Using Videos to Deliver 21 <sup>st</sup> Century Training <i>(45 mins)</i>	<b>Guest Speaker</b>

		<b>Mr. Ian Andrew</b> Consultant and TVET Specialist Labtech International
<b>3:30 PM</b>	Use the Assessment and Reporting Functions of a TVET LMS <i>(30 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>4:00 PM</b>	Break <i>(15 mins)</i>	
<b>4:15 PM</b>	Session Summary <i>(15 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>4:30 PM</b>	Q & A <i>(15 mins)</i>	<b>Participants</b>
<b>4:45 PM</b>	Task/Activity 2 <i>(15 mins)</i>	<b>Participants</b>
<b>5:00 PM</b>	END OF DAY	
<b>Day 4   31 March 2022 - Thursday</b>		
	Topic 3: Creating a Lesson Plan Using Virtual TVET	Labtech International
<b>1:00 PM</b>	Introduction to Session <i>(10 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>1:10 PM</b>	Review of Session 2 <i>(20 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>1:30 PM</b>	Labtech Automotive Trainers/Equipment Showcase <i>(45 mins)</i>	<b>Labtech International</b>
<b>2:15 PM</b>	Break <i>(15 mins)</i>	
<b>2:30 PM</b>	Having the Right Approach to Creating a Lesson Plan using Virtual TVET <i>(30 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>3:00 PM</b>	Lesson Plan Templates <i>(15 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>3:15 PM</b>	Break <i>(15 mins)</i>	

<b>3:30 PM</b>	Preparing a Lesson Plan using Virtual TVET <i>(45 mins)</i>	<b>Mr. Shahrir Shafiek</b> Deputy Head, UTHM- LABTECH Digital Innovation Centre
<b>4:15 PM</b>	Session Summary <i>(15 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>4:30 PM</b>	Q & A <i>(15 mins)</i>	Participants
<b>4:45 PM</b>	Task/Activity 3 <i>(15 mins)</i>	Participants
<b>5:00 PM</b>	END OF DAY	
<b>Day 5   1 April 2022 - Friday</b>		
	Topic 4: Lesson Planning Ongoing Professional Development	Labtech International
<b>1:00 PM</b>	Introduction to Session <i>(10 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>1:10 PM</b>	Review of Session 3 <i>(20 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>1:30 PM</b>	Lesson Planning Discussion <i>(30 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>2:00 PM</b>	Break <i>(15 mins)</i>	
<b>2:15 PM</b>	Planning for the Future <i>(60 mins)</i>	<b>Dr. Steven McKee</b> President & Founder Labtech International
<b>3::15 PM</b>	Break <i>(15 mins)</i>	
<b>3:30 PM</b>	Session Summary <i>(15 mins)</i>	<b>Mr. Brad Ker</b> General Manager Labtech Academy
<b>3:45 PM</b>	Q & A <i>(15 mins)</i>	Participants
<b>4:00 PM</b>	Program Evaluation <i>(30 mins)</i>	Participants



TVET Training of Trainers (Online Regional Program) on  
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<b>4:30 PM</b>	Closing Ceremony and Certificates of Completion <i>(30 mins)</i>	<b>CPSC &amp; LABTECH</b>
<b>5:00 PM</b>	END Of DAY	