



H3ABioNet

Pan African Bioinformatics Network for H3Africa

IBT staff training – curriculum outline

Dates: 2 and 4 May 2017, 10:30-14:30 CAT (both days)

Audience: local IBT staff in each classroom i.e. teaching assistants (TAs) and system administrators (sys admins) and PIs. Groups of 2-10 individuals. Staff training is compulsory for all IBT staff.

Aim:

This training aims to prepare IBT staff for the running of their local classroom by:

- informing all IBT staff of the IBT course rationale and logistics.
- providing training on navigating and using the IBT online platforms - namely; *Vula*, *Mconf*, and website.
- providing information and training on facilitation techniques.
- providing a space for staff to establish a team atmosphere in their classroom in which everyone knows their responsibilities and how they might assist each other during the IBT course.
- establishing the IBT staff site on *Vula* as a platform for staff, across classrooms, to interact with, and to support, each other during the IBT course.

Trainers: Kim Gurwitz, Shaun Aron

Prerequisites:

- classroom approved (meets specifications)
- *Mconf* test complete (with sys admin and head TA)
- TAs signed 'contract' outlining TA responsibilities
- sys admins signed 'contract' outlining sys admin responsibilities
- each staff member logged onto *Vula* staff site to activate their account
- camera (for team photo)

Logistics:

The staff training workshop will run over 2 days (3 or 4 hours per day) in each local classroom. Each classroom staff team will follow the workshop day plans, which will prompt them to play pre-recorded lecture videos. These videos will contain instructions for each activity.

Day 1 – course rationale, course logistics, responsibilities and communication, establishing the local staff team (3-4 hours)

Learning outcomes:

- Staff will meet their fellow classroom staff members and become familiar with their training room.
- Staff will establish a team atmosphere in their local classrooms with a clear understanding of how their team might deal with certain challenges in their classroom.
- Staff will understand the responsibilities of the IBT core team, participants, trainers, and each member of their staff team, and feel accountable to their own responsibilities.
- Staff will develop a schedule detailing which staff members will be present at which sessions (i.e. staff timetable).
- Staff will understand the rationale behind the IBT course (i.e. WHY we are running the course – intro level, aimed at molecular biologists etc.).
- Staff will know about the IBT course logistics and understand the importance thereof (i.e. HOW the course will run – course design – and why we have chosen that particular design).
- Staff will be able to navigate and use IBT online platforms: *Vula*, *Mconf*, and the course website (by end of day 2 we will cover all aspects of all the platforms).

Day 1 schedule*

*subject to slight changes

Time	Activity	Resources *
Welcome and getting to know each other		
10:30 CAT	Introduction	Video: Day 1 Part 1
10:35 CAT	Meet your local team	Video: Day 1 Part 2
IBT course rationale and logistics		
11:05 CAT	Why IBT?	Video: Day 1 Part 3
11:15 CAT	How will the IBT course run?	Video: Day 1 Part 4, Practical assignment and assessment on <i>Vula</i> STAFF site – just for fun!
11:30 CAT	What can you personally bring and what can you learn?	Video: Day 1 Part 5
11:50 CAT	Feedback	Video: Day 1 Part 6, <i>Vula</i> Feedback tool
11:50 – 12:15 CAT	BREAK	
	Commitments, Responsibilities and communication	

12:15 CAT	Meet the IBT core team	Video: Day 1 Part 7
12:20 CAT	Commitments and Responsibilities: it's a two-way street	Video: Day 1 Part 8, TA and sys admin 'contract' documents (text from Google forms)
Your classroom		
12:35 CAT	Challenges and Solutions	Video: Day 1 Part 9, template for challenges and solutions brainstorming session, <i>Vula</i> forum
13:05 CAT	IBT staff schedule	Video: Day 1 Part 10, schedule template, Google drive repository
13:35 CAT	Team bio	Video: Day 1 Part 11, team bio template, camera, <i>Vula</i> forum
14:30 CAT	END	

*Most resources can be found on *Vula* staff site and course website so that staff become familiar with these platforms.

Day 2 – facilitation techniques, meet and begin engaging with the other classrooms and the trainers (part of a wider IBT community) (3-4 hours)

Learning outcomes:

- Staff will feel a part of the wider IBT staff body and have an understanding of how they might support other classrooms throughout the course using the IBT STAFF *Vula* site as a platform.
- Staff will be able to list at least 3 good facilitation practices (things to promote and things to avoid).
- Staff will be able to describe at least 3 facilitation techniques and will know how to implement them to effectively utilize the various aspects of the course design (i.e. face-to-face sessions, *Vula* forums, *Vula* feedback etc.) in engaging with their participants.
- Staff will have an idea of how they might stimulate engagement with and across classrooms as well as with the local bioinformatics community in their institution or country
- Staff will be able to navigate and use IBT online platforms, namely: *Vula*, the course website, and *Mconf*.

Day 2 schedule*

*subject to slight changes

Time	Activity	Resources *
Welcome and meet the classrooms		
10:30 CAT	Recap and Today's session	Video: Day 2 Part 1a and Part 1b
10:40 CAT	Meet the Staff Teams	Video: Day 2 Part 2, <i>Vula</i> forum
10:50 CAT	Sharing Solutions	Video: Day 2 Part 3, <i>Vula</i> forum
Facilitation techniques		
11:10 CAT	Good Facilitation Practice	Video: Day 2 Part 4, <i>Vula</i> forum
11:30 CAT	Tips and Tricks	Video: Day 2 Part 5
11:45 – 12:10 CAT	BREAK	
Hello via Mconf!		
12:10 CAT	Mconf platform – Greetings from IBT_2017 staff ☺ NB: sign in to Mconf	Video: Day 2 Part 6, <i>Mconf</i> chat and audio
12:40 CAT	Brainstorming engagement NB: sign in to Mconf	Video: Day 2 Part 7, <i>Mconf</i> chat and audio, <i>Vula</i> forum
Wrap up		
13:30 CAT	Reflection	Video: Day 2 Part 8, exercise template
14:00 CAT	END	

*resources are located on *Vula* staff site and course website whenever possible so that staff become familiar with these platforms