

+TOTEMK 



Ministry for Foreign
Affairs of Finland

ToT seminar 28.4.2022

Workshop

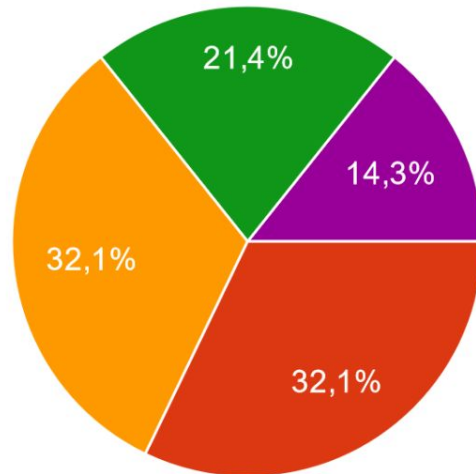
Agenda for the afternoon workshop

1.15 – 2.00 p.m.	LUNCH
2.00 – 2.30 p.m.	Instructions for the Group work and follow-up
2:30 p.m. - 3:00	Group work in mixed teams: Questions 1-2
3:00 - 3:10	Instructions for the 2 nd part of the group work (university teams)
3:10 - 4:30	University teams Preparing a tentative schedule for the training and dissemination activities (Questions 3-5 + the table for the planned activities)
4:30 - 4:45	Uploading the tentative plan to MOODLE, follow-up and Vote of thanks
4.45 p.m. – 5.00 p.m.	Group photo

Google form questionnaire

1. How have you made use of the new knowledge gained in the TOTEMK workshop. You can choose several alternatives

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- I have not been able to apply the new knowledge
- I have been able to apply the new knowledge in my work
- I have shared the new knowledge to my colleagues through discussions
- I have shared the new knowledge through demonstrations and peer support
- I have shared the new knowledge by actually organising training events for...



The objective of the workshop

The aim of the ToT process is to disseminate the new knowledge and skills obtained through the TOTEMK project. The ambassadors of the dissemination process are the teachers and other academic staff who has participated in the training workshops organized by the project:

The expected outcome of the workshop is that each university has elaborated a preliminary plan for the dissemination and training during 2022 and 2023.

The plan will be designed to a workbook that you will obtain online.

Instructions for the group work



The afternoon session is divided into two parts:

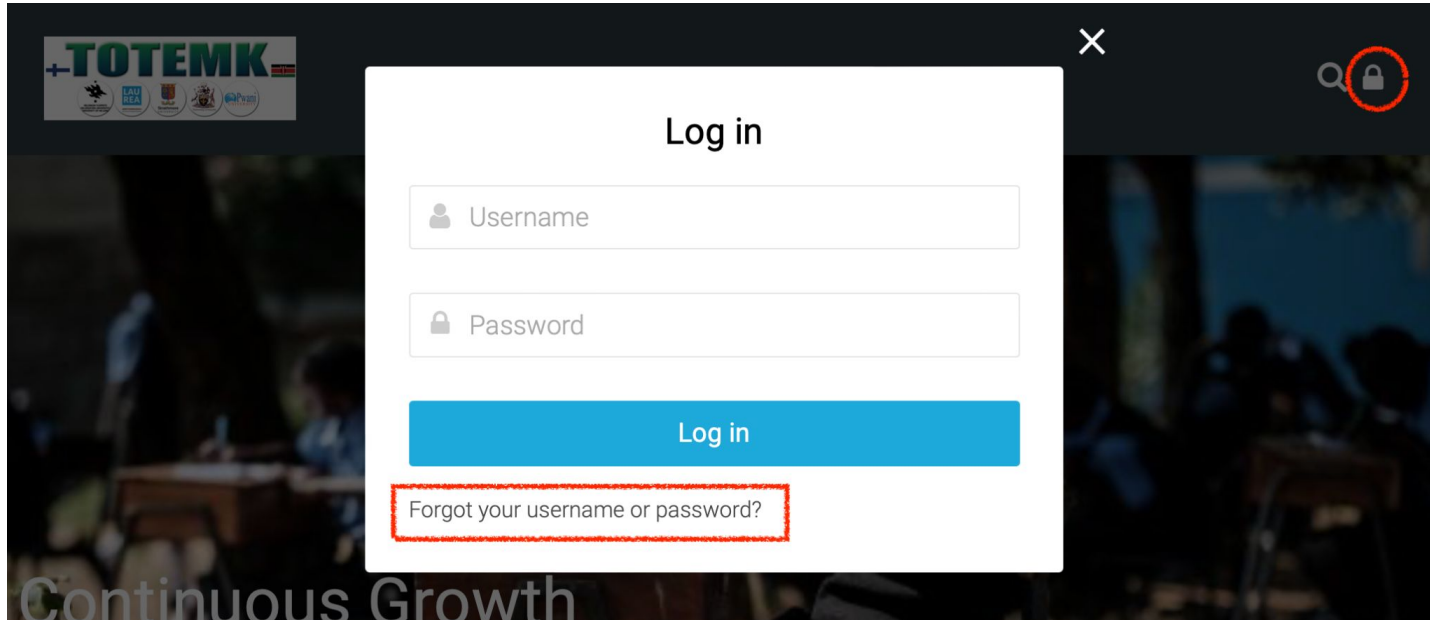
First part: You will be sharing ideas among 2-3 universities. Answer the questions 1 – 2 of the workbook together.

Second part: You will work within your university team and start planning the training and dissemination activities to be carried out during 2022-23. The TOTEMK project team will provide two coaching sessions to support the work of your team.

With your team, answer the questions 3-5 of the workbook and fill in the planned activities in the table.

At the end of the workshop, save the latest version of the workbook in your computer. One of the members of your team then needs to upload it to the Moodle platform.

TOTEMK Moodle <https://totem.ke/elearning/>



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Training of trainers process

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You will find **the template for the workbook to be used during the afternoon workshop here.**

NOTE: Don't start writing on the workbook before you have saved it in your computer!

How to download workbook for the group work from the Google drive

Each university should download their own document.

Proceed as follows:

1. Click “File” on the upper left corner of your computer.

Then click “Download the file to your computer” and choose the pptx. format. Then open the document and save it in your computer with a different name.

Groups for the first part of the group work

Group 1:

Catholic University of Eastern Africa
Rongo University
University of Eastern Africa

Group 2:

Chuka University
University of Eldoret

Group 3:

Egerton University
Garissa University

Group 4:

Maseno University
Laikipia University

Group 5:

Kibabii University
Riara University
Pwani University
St Paul's University

Group 6:

Kenyatta University
University of Nairobi

Group 7:

Kisii University
Moi University

Group 8:

Strathmore University
University of Kabianga

Follow-up for the seminar

Uploading the workbooks to Moodle

- Tentative workbook will be uploaded today
- Upload the final workbook by 12th of May

Online coaching sessions regarding planned activities

- The first coaching session takes place 2nd of June at 15:00 -16:30
- The second coaching session takes place 17th of August at 15:00 – 15:30

Before coaching sessions

- Organise the first activity before the first coaching session 2nd of June
- Organise the second activity before the second coaching session 17th August
- Preparing for coaching sessions: 1) Take a picture/video of your activity. 2) Bring along one success and one lesson learnt.

Between September 2022 and February 2024

- Organise at least four more activities (altogether at least 6 activities by February 2024)

After every activity

- Fill in a form that will be sent with instructions by e-mail to you after this seminar day. Upload the form in the Moodle after each activity.

<https://totem.ke/elearning/> Upload your workbook

Training of trainers process

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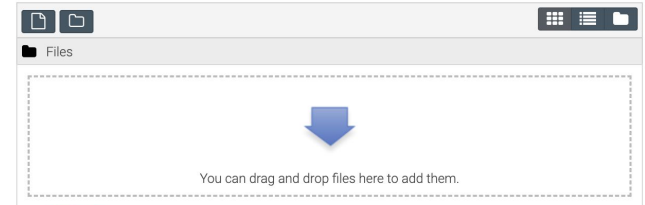
Add submission

 Return your TENTATIVE workbook here

 Return your FINAL workbook here

File submissions

Maximum file size: 128MB, maximum number of files: 20



Save changes

Cancel

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