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Strategies and examples for courses, exercises and workshops

Choosing the activity

Expand the accreditation

E.g.: Internal compliance with ISO standards

Starter question: What standards in what laboratories?

Laboratory training

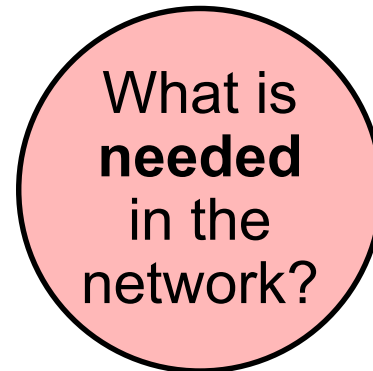
E.g.: Identification of Campylobacter species

Starter question: Which protocol to teach?

Better communication systems

E.g.: Real-time access to diagnostics results

Starter question: Which stakeholders are involved?



Computer training

E.g.: Prediction of AMR profiles

Starter question: Which programs to choose?

Increase in technical knowledge

E.g.: Differences in phenotypes mediated by emerging blaOXA

Starter question: How much detail is needed?

Distribution of reference materials

E.g.: Control strains for surveillance of colistin resistance

Starter question: How to share the material and information?

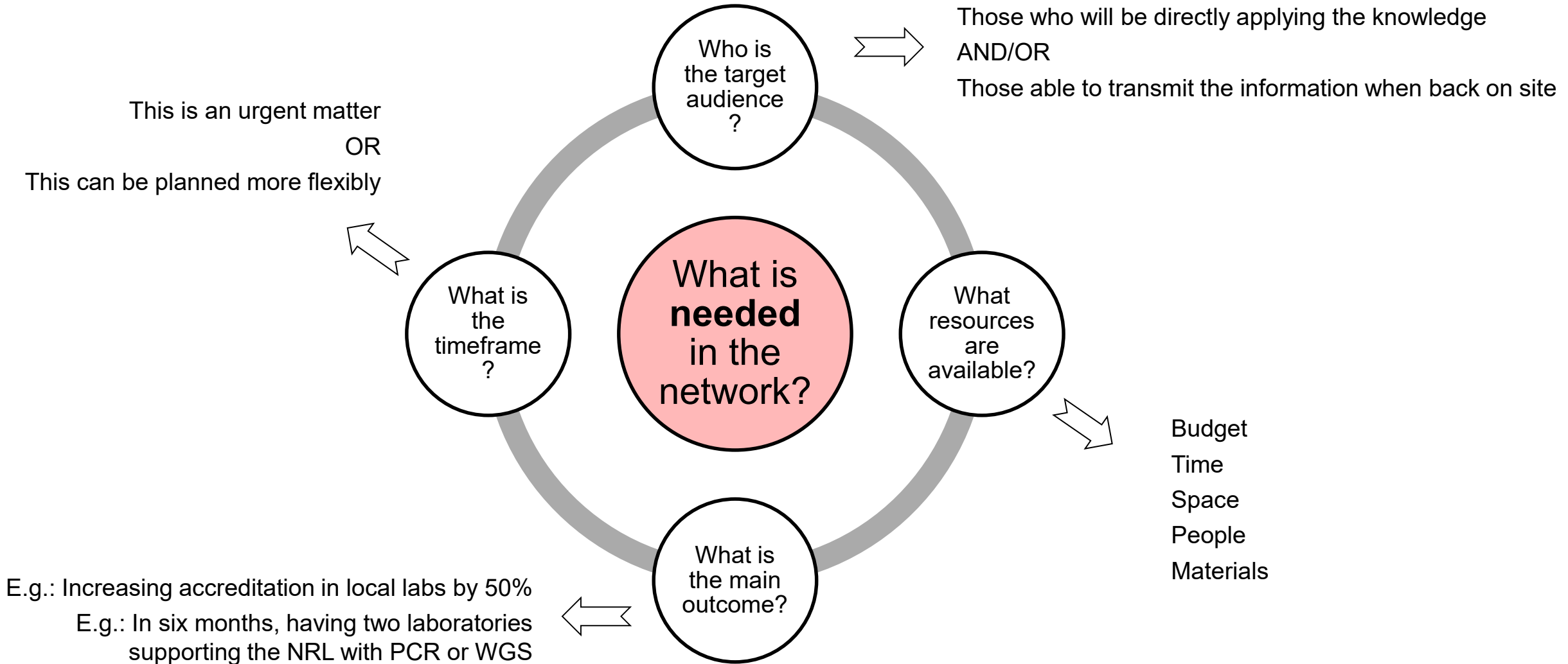
Improved national guidelines

E.g.: Reducing the time to detected foodborne outbreaks

Starter question: Who will be involved in the design?



Choosing the activity



Inviting everyone vs. only some

Inviting all stakeholders:

- Higher amount of input (better quality?)
- Potential for unexpected collaborations
- Certainty that the correct message reaches all recipients
- Potential for imbalances of power ←

Inviting only selected people:

- Easier to organise
- Lower cost
- Easier to find an adequate timeframe
- Less opportunity for sidetracking

Compact timeframe vs. extended timeframe

Compact timeframe:

- High engagement
- The message does not get "diluted"
- The final outcome is ready sooner

Extended timeframe

- Less resource-intensive
- Easier to find adequate timeframes
- More time for digesting the information / getting new ideas / feedback

Physical vs. virtual events

Physical events:

- Easier to demonstrate procedures/protocols
- Higher engagement from the participants
- More adequate for networking

Virtual events:

- Easier to expand to a higher number of participants
- Lower cost
- Less time-consuming
- Easier to find an adequate timeframe

Strategies for planning events

Pedagogical needs of the participants

What is the current knowledge level and is it harmonised between participants?

- ✓ Divide sessions clearly so the expertise is well allocated and so participants can choose what is more relevant for them
- ✓ Share important/background material beforehand such as scientific publications, videos of lab protocols or ISO standards
- ✓ Organize support sessions in advance, for example a smaller webinar with the participants that need extra support
- ✓ Divide the participants into groups, either for all sessions or for group work sessions

Strategies for planning events

Pedagogical needs of the participants

How do I keep the participants focused and engaged?

- ✓ Plan enough breaks
- ✓ Diversify the type of sessions (theory, breakout groups, networking, exercises)
- ✓ Diversify the way of transmitting information (slides, embedded videos, whiteboard, hands-on)
- ✓ Frequent status checks / opportunities for discussion

Strategies for planning events

Keep in mind all necessary resources from your institution

What can we provide with our current capacity?

- ✓ Who is going to teach? Can we arrange for external speakers?
- ✓ Does the timeframe fit with the calendars of our personnel and important activities?
- ✓ Do we have space in our institution or should we look at other options (e.g. hotel conference room)?
- ✓ Do we need to order excess materials in advance such as lab consumables?
- ✓ Do we need training – ourselves – beforehand?

Strategies for planning events

For physical events

Physical needs of the participants: What is needed to make sure that all participants reach the venue, and that the venue is prepared for the activity?

- ✓ Visit/contact the venue beforehand to get information about the facilities, the technology available, etc.
- ✓ Supplement the venue with any extra materials in advance (even the basics as pen and paper)
- ✓ Share accommodation and transport information by email
- ✓ Arrange the meals or inform participants that it's their responsibility
- ✓ Arrange common transport between key locations – remember the weather and surprises

Expect the unexpected

During the events (on site or online)

- Flexibility

An important discussion took a long time and now we don't have time for the next session. Now what?

- Adaptability

The dog ate my USB stick with the slides. Now what?

- Inclusivity

The people in the back can't read my slides. Now what?

Personal opinion

The easy way:

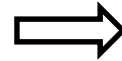
Arrange a series of short webinars and record the sessions for those who cannot attend.

Maybe not the most effective...

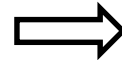
Thinking outside the box

Traditionally:

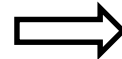
You show all steps of a lab protocol in the actual lab



Laboratory training takes place on-site



You prepare a complete first draft of a document (or develop a SOP, or create a digital system) and receive many proposals for changes



Instead:

Replace some steps with a video (e.g. published by the company on YouTube)

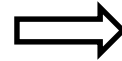
Film the lab protocol and plan a virtual follow-up for questions

Start with a survey (or other type of communication) to understand the specific needs and wishes of the recipients

Thinking outside the box

Traditionally:

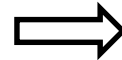
You propose certain dates and evaluate the replies one-by-one



Instead:

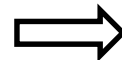
Create a "Doodle" so you can analyse all responses immediately

Sensitive questions asked in-person receive few replies



Create an anonymous real-time online poll (e.g. Mentimeter, Poll Everywhere)

Things are done in the classical way



Receive feedback and adjust follow-up activities accordingly

Evaluation or feedback

- **Evaluation of the activity from the participants**

E.g. receiving replies to a feedback survey to improve future training courses

E.g. receiving wishes for future workshops

- **Evaluation of the participants' performance by the organizers**

E.g. recommendations for improvement

E.g. scores from an exercise

Questions?

Comments?

Feedback?

Future wishes?

AOB?