



JOINT WORKSHOP FOR SCHOOL OF EDUCATION , SCHOOL OF CONTINUING AND DISTANCE EDUCATION AND SCHOOL OF BUSINESS

JOINT WORKSHOP FOR SCHOOL OF EDUCATION , SCHOOL OF CONTINUING AND DISTANCE EDUCATION AND SCHOOL OF BUSINESS

Date and time: Sun, 2013-05-12 04:00

Location / Venue:

KENYA WILDLIFE TRAINING INSTITUTE-NAIVASHA

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JOINT WORKSHOP FOR FACULTY OF ARTS, SCHOOL OF EDUCATION AND SCHOOL OF CONTINUING AND DISTANCE EDUCATION

OBJECTIVES OF THE WORKSHOP

- Identify the characteristics of your learners, (New Writers)
- Share the considerations in developing the outlines and objectives, (New Writers)
- Develop the outlines and the objectives of your module, (All)
- Develop Lecture Objectives, (All)
- Share the inputs for providing for conversational language and interactivity, (New Writers)
- Organize Lecture notes under the new lecture outline, (All)



- Provide inclusive and conversational language in your lectures, (All)
- Develop summaries for all the lectures, (All)
- Finalize the Module for review, (some)
- Plan the way forward for the incomplete lectures and other required activities, (All)
- Share output for feedback (All).
- **TIMETABLE FOR PEACE EDUCATION, ADMIN & PLANNING AND EDUCATIONAL FOUNDATIONS WRITERS WORKSHOP**

DAY ONE MONDAY 13TH MAY 2013		
TIME	ACTIVITIES	FACILITATION
8.00 am - 8.30 am	Registration	CODL Snr. Admin
8.30 am - 9.00 am	Welcome and Introduction	Director CODL, Dean SoE Dean SCDE, Chair C.W
9.00 am - 9.30 am	Sharing objectives, Expectations and Strategies and updates	J.O
9.30 am - 10.00 am	Overview of Distance Education and the Teaching and Learning System	C.W
10.00 am - 10.30 am	Considerations for Understanding the Learners and Learner Support and their implications	C.G



10.30 am - 11.00 am	HEALTH BREAK	HOTEL
11.00 am -11.30 am	Unpacking the syllabus for Developing Module and Lecture Outlines	J.O
11.30 am - 12.30 pm	Sharing sample of module and lecture outlines development	J.O
12.30 pm - 1.00 pm	Consideration for Developing Module and Lecture Objectives	M.N
1.00 pm - 2.00 pm	LUNCH BREAK	HOTEL
2.00 pm - 3.30 pm	Developing Objectives	J.O & M.N
3.30 pm - 4.00 pm	TEA BREAK	HOTEL
4.00 pm - 4.30 pm	Writing to be Understood	J.O
4.30 pm - 5.00 pm	Creating Interactivity in Distance Study	H.K
5.00 pm - 6.00 pm	Organizing Notes on Lectures	J.O & All Facilitators
6.00 pm - 7.30 pm	Self directed	All the Participants
7.30 pm - 8.30 pm	DINNER	HOTEL
DAY TWO TUESDAY 14TH MAY, DAY THREE WEDNESDAY 15TH MAY AND DAY FOUR THURSDAY 16TH		
8.15 am - 8.30 am	Registration, housekeeping and feedback	Day 2 - O.B, Day 3 - H.K, Day 5 - M.N
8.30 am - 10.30 am	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
10.30 am - 11.00 am	HEALTH BREAK	HOTEL
11.00 am - 1.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
1.00 pm - 2.00 pm	LUNCH BREAK	HOTEL
2.00 pm - 3.30 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
3.30 pm - 4.00 pm	TEA BREAK	HOTEL
4.00 pm - 5.30 pm	Individual work on lectures reorganization, writing and feedback and sharing sample Lectures	All Facilitators and Writers



5.30 pm - 7.30 pm	Self directed	All the Participants
7.30 pm - 8.30 pm	DINNER	HOTEL
8.30 pm - 10.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
DAY FIVE FRIDAY 17TH MAY, 2013		
8.15 am - 8.30 am	Housekeeping & feedback on progress	Deans and Directors
8.30 am - 10.30 am	Individual work on lectures reorganization, writing and feedback and submission of soft copies	All Facilitators, Writers and
10.30 am - 11.00 am	HEALTH BREAK	HOTEL
11.00 am - 12.00 pm	Plenary for reporting and sharing of output, way forward	All Facilitators and Writers
12.00 pm - 12.30 pm	CLOSING CEREMONY	Principal, CEES
12.30 pm - 1.30 pm	LUNCH	HOTEL
2.00 pm	DEPARTURE	

FACULTY OF ARTS AND SCHOOL OF BUSINESS WRITERS WORKSHOP FOR SELF INSTRUCTIONAL MATERIALS DEVELOPMENT SUNDAY 12TH TO FRIDAY 17TH MAY 2013 AT KENYA WILDLIFE TRAINING INSTITUTE - NAIVASHA

DAY ONE MONDAY 13TH MAY 2013		
TIME	ACTIVITIES	FACILITATION
8.00 am - 8.30 am	Registration	CODL Snr. Admin
8.30 am - 9.00 am	Welcome and Introduction	Dean FoA, Dean Chair C.W
9.00 am - 9.30 am	Sharing objectives , strategies and expectations and updates	J.O. Odumbe
9.30 am - 10.30 am	Characteristics of effective instructional material	Facilitator O.B



10.30 am - 11.00 am	TEA BREAK	HOTEL
11.00 am - 1.00 pm	Individual work on lectures development/writing/organization and consultation	All Facilitators
1.00 pm - 2.00 pm	LUNCH BREAK	HOTEL
2.00 pm - 4.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and
4.00 pm - 4.30 pm	TEA BREAK	HOTEL
4.30 pm - 6.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators
6.00 pm - 7.30 pm	DINNER	HOTEL
7.30 pm - 10.00 pm	Individual work on lectures reorganization, writing and feedback	Self directed
DAY 2 TUESDAY 14TH, DAY 3 WEDNESDAY 15TH AND DAY 4 THURSDAY 16TH MAY 2013		
8.00 am - 8.15 am	Housekeeping and feedback on progress	Director CODL, D
8.15 am - 10.30 am	Individual work on lectures reorganization, writing and feedback	All Facilitators
10.30 am - 11.00 am	TEA BREAK	HOTEL
11.00 am - 1.00 pm	Work continues on lectures development/writing /organization and consultation	All Facilitators and
1.00 pm - 2.00 pm	LUNCH BREAK	HOTEL
2.00 pm - 4.00 pm	Work continues on lectures development/writing /organization and consultation	All Facilitators and
4.00 pm - 4.30 pm	TEA BREAK	HOTEL
4.30 pm - 6.00 pm	Work continues on lectures development/writing /organization and consultation	All Facilitators and
6.30 pm - 7.30 pm	DINNER	HOTEL
7.30 pm - 10.00 pm	Work continues on lectures development/writing /organization and consultation	Self directed
DAY FIVE FRIDAY 17TH MAY, 2013		
8.15 am - 8.30 am	Housekeeping & feedback on progress	Deans and Director
8.30 am - 10.30 am	Individual work on lectures reorganization, writing and feedback and submission of soft copies	All Facilitators, Writ



10.30 am - 11.00 am	HEALTH BREAK	HOTEL
11.00 am - 12.00 pm	Plenary for reporting and sharing of output, way forward	All Facilitators and
12.00 pm - 12.30 pm	CLOSING CEREMONY	Principal, CEES
12.30 pm - 1.30 pm	LUNCH	HOTEL
2.00 pm	DEPARTURE	

Expiry Date: Fri, 2013-05-31 10:18

Contact Person:

J.O. ODUMBE, DIRECTOR CODL.

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