

**TIMETABLE FOR NEW WRITERS IN THE JOINT WORKSHOP FOR  
CHSS**

<b>DAY ONE MONDAY 25<sup>TH</sup> MAY 2015</b>		
<b>TIME</b>	<b>ACTIVITIES</b>	<b>FACILITATION</b>
7.30 am – 8.30 am	Registration & checking in	Snr. Administrators CODL and Coordinators SOB&FOA
8.30 am – 9.00 am	Welcome and Introduction	Director CODL & Deans SOB&FOA
9.00 am – 9.30 am	Sharing objectives, Expectations and Strategies	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
<b>10.30 am – 11.00 am</b>	<b>HEALTH BREAK</b>	<b>HOTEL</b>
11.00 am -11.30 pm	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
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH BREAK</b>	<b>HOTEL</b>
2.00 pm – 3.30 pm	Developing objectives	J.O & M.N
<b>3.30 pm – 4.00 pm</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
4.00 pm – 4.30 pm	Writing to be understood	J.O
4.30 pm – 5.00 pm	Creating interactivity and visualization 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 participants

<b>DAY TWO TUESDAY 26<sup>TH</sup> AND DAY THREE WEDNESDAY 27<sup>TH</sup> MAY 2015</b>		
8.15 am – 8.30 am	Registration, housekeeping and feedback	Day 2 – O.B, Day 3 – H.K,
8.30 am-10.30 am	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>10.30 am – 11.00 am</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
11.00 am – 1.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH BREAK</b>	<b>HOTEL</b>
2.00 pm – 3.30 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>4.00 pm – 4.30 pm</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
<b>4.30 pm -6.00 pm</b>	Individual work on lectures reorganization, writing and feedback	All Writers and Facilitators
6.00 pm – 7.00 pm	Sharing in Plenary	All Writers and Facilitators
7.00 pm – 8.00 pm	Self directed	All participants
<b>8.00 pm ++</b>	<b>ENHANCED DINNER</b>	<b>HOTEL</b>
<b>DAY FOUR THURSDAY 28<sup>TH</sup> MAY 2015</b>		
8.15 am – 8.30 am	Housekeeping & Registration	Deans and Directors
8.30 am – 10.30 a m	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>10.30 am – 11.00 am</b>	<b>HEALTH BREAK</b>	<b>HOTEL</b>
11.00 am – 1.00 pm	Individual work on lectures reorganization, writing and feedback and Submissions to ICT and Facilitators	All Facilitators and Writers
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH</b>	<b>HOTEL</b>
2.00-3.00pm	Plenary for: Sharing outcomes from New Group & way forward	All Facilitators & Writers
<b>3.00-3.30 pm</b>	<b>CLOSING CEREMONY</b>	Principal CEES
<b>3.30-4.00 pm</b>	<b>GROUP PHOTO &amp; HEALTH BREAK</b>	<b>HOTEL</b>
<b>4.00 pm ++</b>	<b>DEPARTURE</b>	<b>ALL</b>

**DAY FOUR THURSDAY 28<sup>TH</sup> MAY 2015 REVISED TIMETABLE**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>FACILITATION</b>
8.15 – 8.45 am	Housekeeping & Registration	<b>Director &amp; Coordinator</b>
8.45 – 10.30 am	Individual work on Finalizing lectures' reorganization, writing and consultation and feedback	<b>All Facilitators and Writers</b>
10.30 – 11.00 am	<b>HEALTH BREAK</b>	<b>HOTEL</b>
11.00 -12.00 noon	Finalizing work and Submission of up to date Outcomes to ICT Officer and Facilitators	<b>All Facilitators &amp; Writers</b>
12.00 -1.00 pm	<p align="center"><b>PLENARY SESSION FOR SHARING</b></p> <p>1. What were our objectives on day one?</p> <ul style="list-style-type: none"> <li>• Reflect on the objectives</li> </ul> <p>2. Where are we now?</p> <ul style="list-style-type: none"> <li>• Reports from Facilitators and</li> <li>• Sharing Sample outcomes from Groups</li> <li>• Submissions to ICT officer</li> </ul> <p>3. Any Unfulfilled objectives and due tasks?</p> <ul style="list-style-type: none"> <li>• Completing development/writing <ul style="list-style-type: none"> <li>• Review and Revision</li> </ul> </li> </ul> <p>4. What is the way forward?</p> <ul style="list-style-type: none"> <li>• Arrangements for completing the tasks identified and <ul style="list-style-type: none"> <li>• Time frame</li> </ul> </li> </ul>	<b>All Facilitators &amp; Writers</b>
1.00-1.30pm	<p><b>CLOSING CEREMONY</b></p> <p><b>BY PROF.I.JUMBA-PRINCIPAL CEES</b></p>	
1.30-2.30 pm	<b>GROUP PHOTO &amp; LUNCH</b>	<b>HOTEL</b>
2.30 pm	<b>DEPARTURE</b>	<b>ALL</b>

## **OBJECTIVES OF NEW WRITERS WORKSHOP FOR CEES**

The workshop will enable you to:

- Share the inputs for writing self-instructional materials
- Develop outlines and objectives for the modules and lectures
- Recognize and develop lectures in line with the outline requirement
- Provide for interactivity and visualization
- Ensure conversational approach
- Provide way forward on the completion of the review and revision.

**TIMETABLE FOR JOINT OLD WRITERS WORKSHOP  
FOR CHSS 25<sup>TH</sup> TO 28<sup>TH</sup> MAY, 2015**

<b>DAY ONE MONDAY 25<sup>TH</sup> MAY, 2015</b>		
<b>TIME</b>	<b>ACTIVITIES</b>	<b>FACILITATION</b>
8.00 am – 8.30 am	Registration	CODL Snr. Admin
8.30 am – 9.00 am	Welcome and Introduction	Directors CODL
9.00 am – 9.30 am	Share objectives, expectations and strategies	J.O
9.30 am – 10.30 am	Characteristics of effective instructional material	Facilitator O.B
<b>10.30 am – 11.00 am</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
11.00 am – 1.00 pm	Individual work on lectures development/writing/organization and consultation	All Facilitators
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH BREAK</b>	<b>HOTEL</b>
2.00 pm – 4.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and writers
<b>4.00 pm – 4.30 pm</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
4.30 pm – 6.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators
<b>6.00 pm – 7.30 pm</b>	<b>DINNER</b>	<b>HOTEL</b>
7.30 pm – 10.00 pm	Individual work on lectures reorganization, writing and feedback	Self directed
<b>DAY TWO TUESDAY 26<sup>TH</sup>, DAY THREE WEDNESDAY 27<sup>TH</sup> MAY, 2015</b>		
8.15 am – 8.30 am	Housekeeping and feedback on progress	Director CODL Dean SCDE & Educ Chair: 2 <sup>nd</sup> C.W, 3 <sup>rd</sup> C.G,
8.30 am – 10.30 am	Individual work on lectures reorganization, writing and feedback	All Facilitators
<b>10.30 am – 11.00 am</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
11.00 am – 1.00 pm	Work continues on lectures development/writing /organization and consultation	All Facilitators and writers
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH BREAK</b>	<b>HOTEL</b>
2.00 pm – 4.00 pm	Work continues on lectures development/writing /organization and consultation	All Facilitators and writers
<b>4.00 pm – 4.30 pm</b>	<b>TEA BREAK</b>	<b>HOTEL</b>
4.30 pm – 6.00 pm	Sharing in Plenary	All Facilitators and writers
6.00 pm-7.30 pm	Self directed activity	All Facilitators and writers
<b>7.30 pm -8.30 pm</b>	<b>DINNER</b>	<b>HOTEL</b>

<b>8.30 pm+++</b>	Individual work on lectures reorganization, writing and feedback	<b>Self directed</b>
<b>DAY FOUR THURSDAY 28<sup>TH</sup> MAY 2015</b>		
8.15 am – 8.30 am	Housekeeping & Registration	Deans and Directors
8.30 am – 10.30 am	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>10.30 am – 11.00 am</b>	<b>HEALTH BREAK</b>	<b>HOTEL</b>
11.00 am – 1.00 pm	Individual work on lectures reorganization, writing and feedback	All Facilitators and Writers
<b>1.00 pm – 2.00 pm</b>	<b>LUNCH</b>	<b>HOTEL</b>
2.00-3.00pm	Plenary for: Sharing outcomes from each Department & way forward	All Facilitators & Writers
<b>3.00-3.30 pm</b>	<b>CLOSING CEREMONY</b>	Principal CEES
<b>3.30-4.00 pm</b>	<b>GROUP PHOTO &amp; HEALTH BREAK</b>	<b>HOTEL</b>
<b>4.00 pm++</b>	<b>DEPARTURE</b>	<b>ALL</b>

### **OBJECTIVES FOR THE OLD WRITERS & REVIEWERS WORKSHOP FOR CHSS**

The workshop will enable you to:

- Share the characteristics of effective self-instructional materials.
- Share sample of Modules for getting updates.
- Identify gaps in your module.
- Complete the remaining lectures.
- Finalize the module for review complete with activities, summaries and further reading/references.
- Share the quality Assurance Strategies.
- Review the module assigned to you as applicable.
- Revise your module after review.
- Submit the finalized modules.
- Provide way forward.