

## **Training of Trainer's Agenda**

The Training of Trainers (ToT) Course will be conducted over four days in Kuala Lumpur, Malaysia. It will cover the content and training skills required to effectively deliver the Wildlife Trade Regulation Course (WTRC) and the Species Identification (SID) Course.

The aim of the ToT Course is to provide instruction that enables potential trainers to conduct similar training courses in their home country.

### **Day One**

Will cover the organization of a training course and teaching methods:

- *Pre-workshop Evaluation and Ice-Breaking Session:*  
Establishing what course participants know before the training begins - the importance of pre-workshop evaluation such as the use of questionnaires or other similar methods. Participants will be asked to introduce themselves including their background and key skills, as well as provide information on their experiences of training that they have attended and conducted.
- *Introduction to the ToT:*  
Discussion of the objectives of the course, the agenda and expectations.
- *Practical issues related to Organizing a Course:*  
This session will discuss the identification and selection of participants, planning related to timing and agenda, and the selection of a suitable venue and equipment. Although it is likely that participants organizing subsequent courses may delegate many of these activities to others, it is vitally important that logistical arrangements are deemed to be as important as the course materials and training methods.
- *Understanding Learning:*  
In order to train effectively, it is important that trainers understand how people learn. Not all individuals absorb information in the same way, some focus on what they see, others on what they hear or what they do. Understanding the varying needs of an audience allows trainers to ensure that they present their training materials in a way which maximizes the learning of all training participants. This session will cover these issues and include a range of activities.
- *Presentation skills:*  
. These sessions will cover the design of training materials and ways in which they can best be presented. Audiences respond better to materials if they are specific to their situation, context, and experience and so these sessions will include discussions on the adaptation of existing materials to ensure that they best fit the requirements and needs of participants. It will be stressed that the focus of a good trainer should be on presenting materials in a way which will be best understood by the participants,

rather than in a manner which makes the trainer look knowledgeable. It will also include issues such as how to use a microphone effectively, where to stand, and how to pace the delivery of the presentation to ensure that the information is delivered in both a clear and timely manner. The preparation of training materials is important, but poor delivery can reduce the effectiveness of even the best training resources

- *Evaluating your performance.*  
The importance of evaluating any training activity will be stressed. This activity allows a trainer to determine the effectiveness of their efforts and is vital if training skills and materials are to be further refined and improved in the future.

The remainder of the course will concentrate on how best to adapt and present the materials provided. The participants should be aware of much of the information contained within the WTRC, but some gaps are likely to exist. Emphasis will be on highlighting the most important aspects of the course and ensuring that the participants are familiar and comfortable with the information.

### **Days Two and Three**

Focus on the Wildlife Trade Regulation Course (WTRC) and the use of the Training Management Package (TMP). These two days are designed to ensure that the participants understand that the TMP and the WTRC materials can (and should) be adapted for their local situation.

The WTRC is a modular course designed for users who can select the modules that are most appropriate to their situation and the needs of their participants. As such, it is not always presented in its entirety. In addition, some of the modules should be presented from a localized perspective (Module 2: Overview of Wildlife Trade in your Country, Module 4: Role of the CITES Management and Scientific Authorities and the Laws to combat illegal trade in your Country, Module 5: Role of the Police in combating wildlife in your Country; Module 6: Role of Customs Authority in wildlife trade regulation). The general contents required for each of these modules will be discussed.

- *Introduction to the WTRC:*  
Will feature the background to the WTRC and how the course has developed and evolved over time. This session will include a discussion centered around the objectives of the course, the draft agenda, and the resources that have been made available in the TMP. Attention will also be drawn to the need to ensure that these materials are adapted as and when necessary.
- *Training Management Package:*  
The TMP contains everything necessary to conduct the WTRC. Information relating to the TMP and how this can best be used will be presented and discussed.
- *Introduction to the ASEAN-WEN:*

A Senior Officer from the ASEAN-WEN Programme Coordination Unit (PCU) will be in attendance to provide information on the network and its activities.

- *Introduction to the International Wildlife Trade (and the ASEAN-WEN):*

This is usually the first presentation given by trainers during the WTRC. It sets the scene and as such is important to ensure that participants gain an understanding of the scale of the trade and the impacts of illegal wildlife trade at the start of the course. The presentation contained within the TMP includes a section on the work of the ASEAN-WEN, since the PCU might not always be present at all in-country courses to introduce the Network. This part of the presentation and its importance will be discussed but not covered in depth.
- *Introduction to CITES:*

This is followed by an introduction to CITES. This presentation is designed to provide a clear understanding of the Convention and stresses that CITES can only be effective if it is enforced through national legislation and agencies.
- *Using the CITES Appendices:*

It is not possible to enforce CITES without an understanding of the CITES Appendices. This session provides information on how officers should use the Appendices and includes an activity which allows participants to practice what they have learnt. It will be stressed that the input of the trainers is vital to ensure that all trainees participate fully in the activity to gain confidence in using the Appendices. Participants will also be walked through how this particular activity is managed and to respond to potential questions and queries that often arise.
- *Case Study:*

A number of trade case studies are included within the TMP. Trainers are encouraged to include those which are most relevant within their own training. For the ToT, a case study on Freshwater Turtles and Tortoises will be presented in line with the reptile focus of the ToT. An additional case study will be presented on day three. Details will be provided explaining why these case studies are important and how they can be updated and contextualized.
- *Permits and Certificates:*

A presentation on the various types of CITES documents will be given, to be followed by an examination of the ways in which fraudulent permits and certificates might be presented. This is followed by a practical exercise which enables participants to practice what they have learnt. The participants will be walked through this exercise carefully to ensure that they are both familiar and confident with CITES permits and certificates and are able to lead the process independently.
- *Commonly Traded Species in Southeast Asia:*

The ASEAN-WEN species identification sheets on commonly traded species in Southeast Asia will be introduced in this session. Since the final day of the ToT is taken up with the SID, this presentation will be used as an introduction and to answer any preliminary questions or queries. It is hoped that examples of specimens and by-products will be available for participants to examine during this session (dependant on availability from PERHILITAN). An English hard copy of the identification sheets will be provided to each participant as an important resource and reference. Local language electronic copies will also be provided.

- *Smuggling Techniques:*  
Examples of smuggling techniques will be given during the presentation. Participants will be encouraged to share any experiences which they might have. This session will cover the importance of using tools and props to demonstrate smuggling techniques so that participants can see first-hand how some smugglers operate. There will also be some discussion on how such props can be made for demonstration purposes.
- *Discussion – Challenges in Enforcing Wildlife Regulations:*  
This session will cover how to lead a session designed to discover what challenges participants face in enforcing wildlife regulations.

#### **Day Four:**

Focuses on the implementation of the species identification course and involves a field trip to the National Zoo where participants will be able to see a variety of wildlife species found in trade.

- *Introduction - Species Identification for Commonly Traded Animals in the Region:*  
The introduction will cover the definition of a reptile. Training materials on mammals, birds, amphibians, fish, invertebrates and plants will also be briefly discussed to show that the principles involved in training participants in the identification of species remain the same.
- *Commonly Traded Reptiles*  
Training materials on reptile identification will be presented here covering the main groups and species that are likely to be seen in trade in Southeast Asia (turtles and tortoises, crocodilians and lizards). These materials are designed to provide those with little experience of identifying such taxa information that is appropriate to their level of knowledge and make such identification as simple as possible.
- *Visit to the Reptile House:*  
This site visit will allow participants to see many of the species found in trade and to practice newly acquired identification skills.
- *How to Organise a Site Visit:*

To include information on logistical planning and additional information which may be needed to meet the needs of participants (training on animal handling/storage, who to contact if further expertise or advice is required etc.), and also how to get access to live samples products and derivatives for the purposes of undertaking a species ID course.

- *Post-Workshop Evaluation:*  
Will include a discussion of the course and need for such evaluation in general. To be followed by a discussion on the collation, analysis and use of information collected during such evaluation. This will be followed by the chance for participants to provide overall feedback.