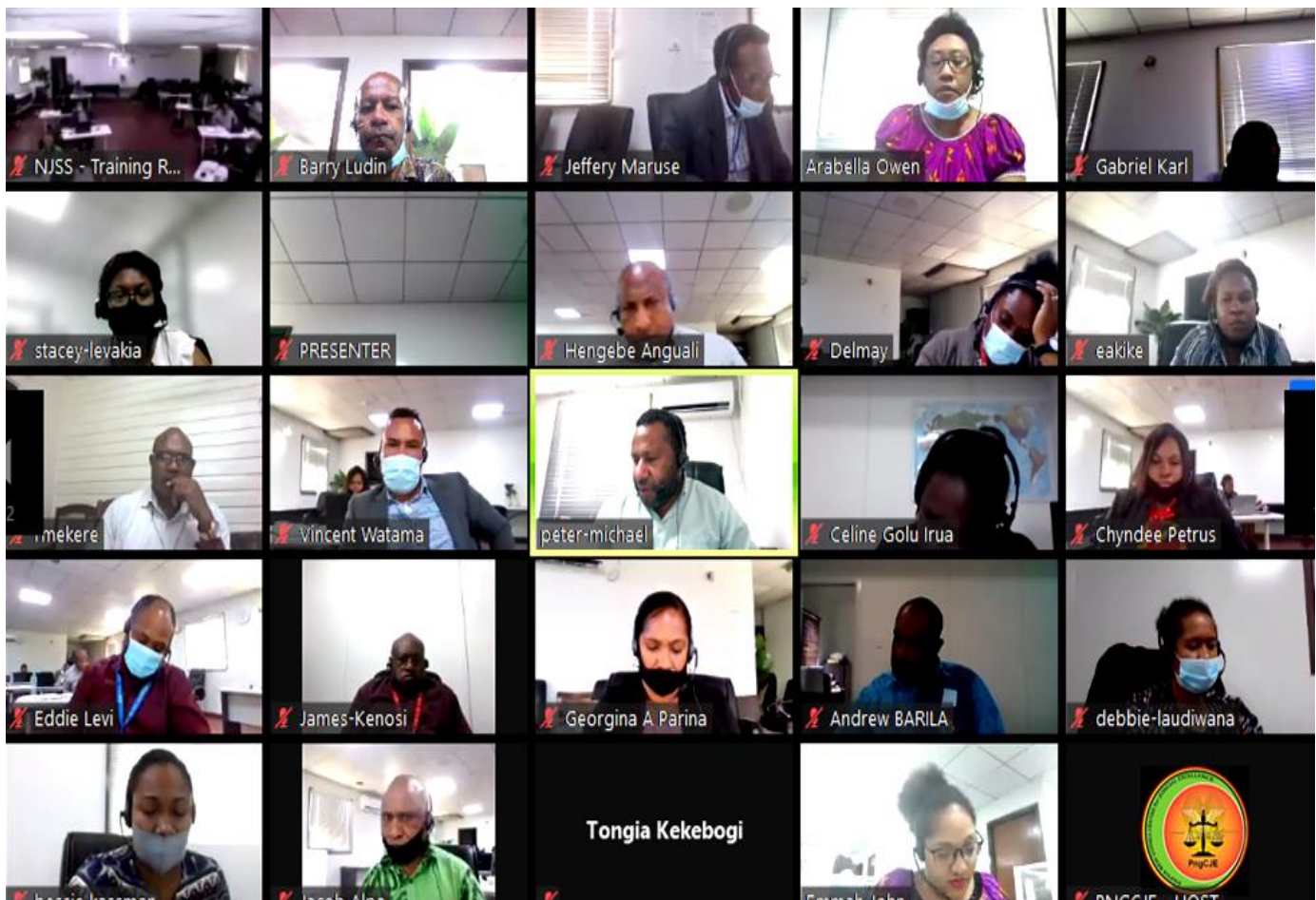




TRAINING OF TRAINERS (TOT) WORKSOP via ZOOM

First Batch of 2021: 24 – 28 May 2021

REPORT



Peter Michael
Program Officer, NJSS

8 June 2021

Introduction

The Training of Trainers (ToT) workshop is an important one-week intensive course delivered by PNGCJE and targeted for the aspiring NJSS trainers. The participants developed both theory and practical aspects of learning. A series of training activities including participants presentation with session plans, power point slides and other teaching aids prepared and practically presented to fellow audience whilst trainers with the help of other participants provide constructive feedback for the purpose of improvement in the areas of training techniques and skills used.

This course has been designed, developed and delivered upon concerns raised that ToT was required for the NJSS Officers who are engaged in training activities, although trainings they deliver were based on their respective expertise.

The training was delivered via zoom, an ICT platform recently introduced by PNGCJE in its ambitions to extend and expand its roles into the Pacific Region.

The participation and interaction between the facilitators and participants via zoom had been a new and an exciting experience for all that involved.

The Chief Justice Sir Gibuma Gibbs Salika officially opened the one-week training encouraging the participants and facilitators to give their best with the view to build capacity of PNGCJE faculty of trainers so as to ensure to fulfil the mandate and mission of PNGCJE to becoming a leader in Judicial Education provider in the Pacific Region.

1) Program Objective (s)

The objective (s) of the one-week intensive program was to:

- impart training techniques, methods and skills in order for the participants to deliver interactive session/trainings,
- assist participants identify different learning styles of individuals for better understanding of audience,
- assist participants to develop curriculum for their future trainings for an effective and well-structured program delivery.

2) Dates & Venue

The ToT training took place from 24 – 28 May 2021 and was conducted via zoom, based at PNGCJE training facility/room.

3) Facilitator (s) and Participants

This was the first ToT training entirely facilitated by PNGCJE faculty of trainers. The successful delivery of the training indicates the resource and capacity of PNGCJE to play a major role in the judicial education in the pacific. Seven (7) facilitators were involved in this training as part of their capacity building.

There were 21 participants initially identified by the HR training division and recommended for ToT but, two of them had other trainings and couldn't attend this ToT whilst another two did not show up during the training, leaving only 17 who successfully completed the one-week training. *(Refer to participants list for details)*

The details of trainers and participants by gender are given below in the two tables.

A. Facilitators				
No	Name	Gender	Designation	Division
1	Mr. John Carey, JP PhD	M	Executive Director	PNGCJE

2	Ms. Debbie Lauদিwana	F	Manager – Research & Publications	PNGCJE
3	Mr. Barry Ludin	M	Manager - ICT	PNGCJE
4	Mr. Tongia Kekebogi	M	Program Officer, Judicial	PNGCJE
5	Ms. Arabella Owen	F	Program Officer – Lay Judicial	PICCJE
6	Ms. Emmah John	F	Program Officer - MS	PNGCJE
7	Mr. Peter Michael	M	Program Officer – NJSS	PNGCJE

B. Participants						
No	Date	Male	Female	Location		Total
				Waigani	Province (Lae)	
1	24-28 May 21	10	7	16	1	17

4) Workshop Budget

The one-week training was entirely funded by PNGCJE and table below provides details of the cost break down.

No	Item	Supplier	Amount	Donor	Remarks
1	Catering	The Choice Catering	K13, 359. 50	PNGCJE	
2	Dongle with Sim (for Lae based participant)	Fone Haus Ltd	K359. 00	PNGCJE	
3	Data for Lae based participant	Digicel Flex	K200. 00	PNGCJE	
4	Closing dinner	Jackson's Bar - Gateway Hotel	K3, 000. 00	PNGCJE	Use of available credit
Total			K16, 918. 50		

5) Methodology

A variety of methods used such as lecture with use of power point slides to deliver this training. Practical exercises based on real-life scenarios were used and constructive feedbacks received in the process of interactive discussions. The group discussions, role plays and other interactive methods were not possible due to the use of zoom in delivery of this training. But, participants' individual presentation topics which they prepared on power point slides with session plans and presented on the last two days of the workshop were impressive and commendable.

6) Highlights of the program sessions

Below are brief highlights of what transpired in each of the sessions and discussions from the ToT workshop.

a) Roles and Purpose of Judicial Education

The importance of judicial education is for continuous improvement in the professional development of judicial and court officers for an efficient court administration. Access to justice is promoted when properly structured training programs are delivered to address needy areas. Judicial education promotes judicial commitments to the highest standard of personal growth, official conduct and social awareness.

b) PJSI Training Toolkit

The PJSI developed ToT Toolkit was the main source of resource materials used for this training, hence a summary on the usefulness and benefits of using the toolkit was important for the participants.

c) Zoom Features

Interactive discussions observed due to the interesting basic zoom features explored, such as muting/unmuting, chat box, video chat, etc . In fact, it was first time to use zoom for some participants which triggered a number of interesting questions generating in-depth discussions with curiosity.

d) Judicial Training Cycle

Understanding the process of the training is important and beneficial as a trainer. The four major stages in the judicial training cycle were identified and discussed: *(i). training needs identification, (ii). training design, (iii). training delivery and (iv). Evaluation*

e) Learning Styles

Differentiating the learning behaviours of adult from that of the children using the terms andragogy (methods and practice of teaching adults) and pedagogy (art and science of teaching children) is worth valuing as a trainer.

Further to the above, four stages in the Kolb's learning cycle were explored: *(i). Concrete learning experience, (ii). Reflective observation, (iii). Abstract conceptualization and (iv). Active experimentation*

f) Curriculum Development

The three components of a person's ability to perform tasks more efficiently and proficiently are knowledge (K), skills (S) and attitudes (A). These three attributes were divided and separate sessions on each component were prepared and presented with samples of session plans as well as demonstration sessions. Participants also had the benefit of mastering the KSA modalities in delivering trainings.

Any training that does not address the three competencies (knowledge, skills & attitudes) are regarded incomplete training.

g) Modes & Modalities

Varieties of training methods and approaches applicable for delivering trainings of all sort were identified

h) Presentation Techniques

A number of training techniques with its advantages and disadvantages were identified. Practical scenarios were presented as samples of each of the presentation techniques such as lecture, webinar, workshop, etc.

i) Barriers & Communication

An interactive discussion with thoughtful feedbacks were generated in this session. Both facilitator and participants explored the constraints to NJSS trainings with sharing of experiences and possible way forwards were formulated

j) Effective Time Management

Skills of effective time management were explored and appreciated.

k) Effective Communication Skills

Effective communication was identified to be one of the significant tools for effective design and delivery of trainings.

l) Participants Presentation

Participants were given random topics to prepare and present which they did. Feedbacks were given by both facilitators and participants upon presentation which were very helpful.

7) Issue of certificates and closing program

ToT Certificates were issues after the closing remarks in the afternoon on Friday of the training week. Due to restrictions to physical interactions imposed by Covid-19, there was no close up ceremony held, but certificates were issued/delivered to individuals and light refreshment was hosted by PNGCJE in the evening at Jackson's Bar -Gateway Hotel.

8) Lessons learnt

A handful of participants thought zoom training was complicated, but the use and experience of the new training platform was fascinating and they couldn't resist the temptation to hang onto even after zoom time lapsed.

Course materials would have been given to participants prior to training which some were delivered during the training that participants may not have had the time to go through.

9) Conclusion

The training was a success and steppingstone for PNGCJE as a Judicial Training entity, despite it being the first ToT entirely facilitated by PNGCJE. The successful delivery of this training gives the confidence and assurance that PNGCJE has built its capacity over the years and can deliver trainings to the satisfaction of target audience, both through F2F and remotely using ICT platforms.

Based on the evaluation analysis, this training has been well appreciated and served its purpose. Pre-workshop survey indicated most participants did not have prior understanding on training, however, the post survey indicates much improvements and this gives us satisfaction to the success of the program.

It is anticipated that the second ToT to be facilitated towards the end of the year would be much better than the first.

10) Recommendations

The discussions brainstormed and generated during the training process proposed a few recommendations as below for the PNGCJE Board and the NJSS Management for possible considerations in their management decisions. The workshop recommended that:

- a) A refresher ToT training be considered by PNGCJE for the same participants to provide feedback on their engagements in training activities for the facilitators to provide more guidance to adequately equip the aspiring trainers.
- b) Participants be encouraged to do their presentations in the conference room to gain and build confidence instead of the zoom.
- c) NJSS Management may consider ICT infrastructure in the provinces to cater for the development in the ICT training platforms which will provide an opportunity for province based NJSS officers to access such an important training.
- d) Station a trainer in the training room during training

11) Evaluations

Training evaluation questionnaires were prepared and distributed to gauge participants' views on the arrangement and concepts of topics presented. The feedbacks received are used as rectifying tools to improve future trainings. The responses received for both pre-and post-workshop surveys have been analyzed and arranged in the following manner.

No	Pre-workshop survey	Post-workshop survey
Q1.	List the four stages of training cycle	
	<ul style="list-style-type: none"> • No knowledge x 3 • Conduct Training • Deliver Training • Evaluate Training x 5 	<ul style="list-style-type: none"> (a) Identify training need (b) Design the Training (c) Deliver the Training (d) Evaluate the Training
Q2.	What is the purpose of this training	
	<ul style="list-style-type: none"> • No knowledge • To identify lack of skills, etc. 	To assist in designing and delivering of training in more structured manner
Q3.	Give a topic in training which is primarily	
	<ul style="list-style-type: none"> a. Knowledge (K): No idea b. Skill (S): No idea c. Attitude (A): No idea 	<ul style="list-style-type: none"> a. Time management b. Communication skills c. Work ethics and professionalism
Q4.	List two examples of presentation techniques suitable for adult learning	
	<ul style="list-style-type: none"> a. Interaction with audience b. No knowledge 	<ul style="list-style-type: none"> a. Role play b. Panel discussion
Q5.	What are 3 levels of curriculum design?	
	<ul style="list-style-type: none"> a. No knowledge b. Subject – centred c. Learner – centred d. Problem – centred 	<ul style="list-style-type: none"> a. Macro plan b. Meso plan c. Micro plan

Please rate your level of knowledge and understanding before this workshop. ✓ Tick one box per question

6. How confident do you feel as a trainer?

Pre survey &	Confidence/understanding	Post survey %
43%	No understanding	14%
57%	Good understanding	
	Strong understanding	43%
	Excellent understanding	29%
100%	Total	86%

7. The stages in the training cycle

Pre survey &	Confidence/understanding	Post survey %
43%	No understanding	29%
43%	Good understanding	
14%	Strong understanding	43%
	Excellent understanding	14%
100%	Total	86%

The process of conducting a training needs assessment

Pre survey &	Confidence/understanding	Post survey %
57%	No understanding	28%
43%	Good understanding	
	Strong understanding	43%
	Excellent understanding	29%
100%	Total	100%

9. The process of designing curriculum

Pre survey &	Confidence/understanding	Post survey %
86%	No understanding	28%
14%	Good understanding	
	Strong understanding	43%
	Excellent understanding	29%
100%	Total	100%

10. Knowledge of a range of teaching methodologies

Pre survey &	Confidence/understanding	Post survey %
57%	No understanding	29%
14%	Good understanding	
14%	Strong understanding	29%
14%	Excellent understanding	43%
99%	Total	99%

11. Delivering a training session to a group of learners to develop knowledge

Pre survey &	Confidence/understanding	Post survey %
43%	No understanding	29%
43%	Good understanding	
	Strong understanding	29%
	Excellent understanding	43%
86%	Total	99%

12. Delivering a training session to a group of learners to develop skills

Pre survey &	Confidence/understanding	Post survey %
43%	No understanding	29%
43%	Good understanding	
	Strong understanding	29%
	Excellent understanding	43%
86%	Total	99%

13. Delivering a training session to a group of learners to develop attitudes and values

Pre survey &	Confidence/understanding	Post survey %
43%	No understanding	29%
43%	Good understanding	
	Strong understanding	29%
	Excellent understanding	43%
86%	Total	99%

14. Development and delivery of remote training using ICT platform such as Zoom

Pre survey &	Confidence/understanding	Post survey %
29%	No understanding	29%
29%	Good understanding	
29%	Strong understanding	43%
	Excellent understanding	29%
87%	Total	99%

15. Having completed the Training of Trainers, how confident do you feel as a train

Confidence/understanding	Post survey %
Not confident	
Quite confident	
Confident	57%
Very confident	43%
Total	100%

16. Were the materials provided by trainers relevant to the training and useful?

Confidence/understanding	Post survey %
Not relevant	
Limited relevance	
Quite relevant	
Extremely relevant	100%
Total	100%

17. Did you find that the trainer (s) were effective and allowed for adequate participation, discussion, practical presentations and interaction?

Confidence/understanding	Post survey %
Not effective	
Limited effectiveness	
Quite effective	29%
Extremely effective	71%
Total	100%

Overall, were you satisfied with the Training of Trainers program?

Confidence/understanding	Post survey %
Not satisfied	
Reasonably satisfied	
Quite satisfied	14%
Extremely satisfied	86%
Total	100%

19. Describe the most useful experience of this training

- *Participant presentation*
- *Curriculum development*
- *Use of zoom*
- *In-depth knowledge on KSA*

20. Describe the least useful experience of this training

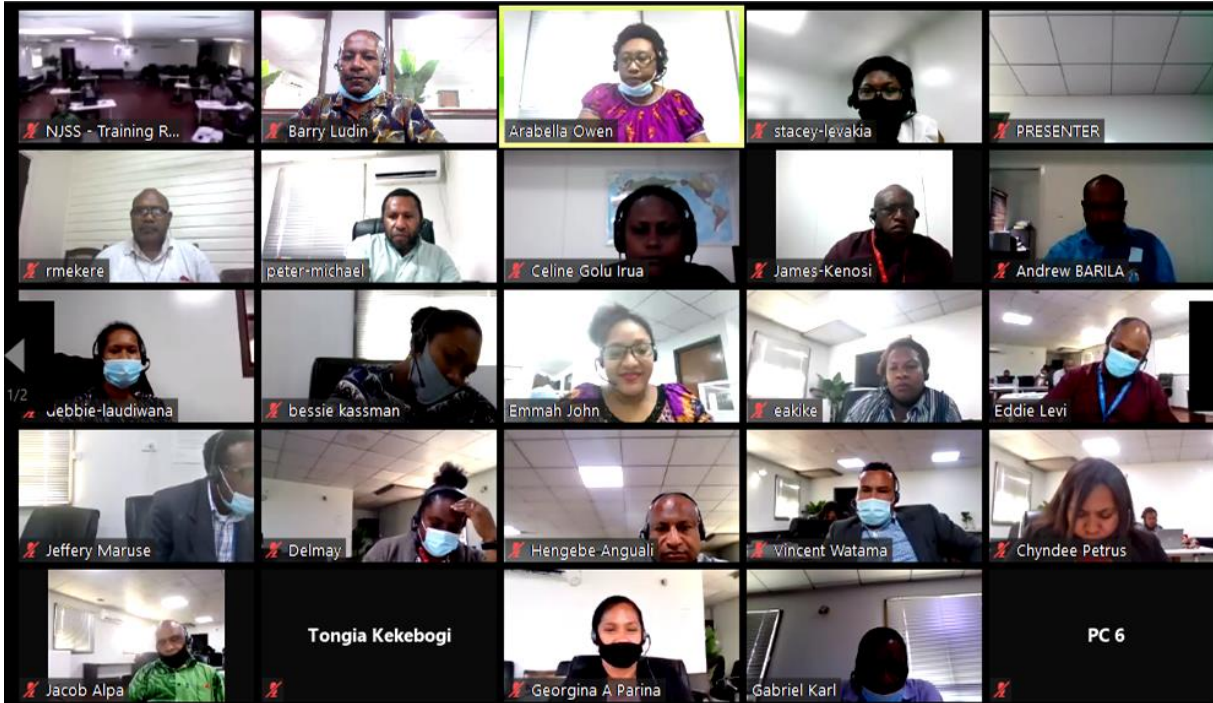
- *Internet network interruption during session times*

21. Do you wish to offer any other comments or suggestions for improvement of this training program?

- *Station a trainer in the training room*
- *Water bottles be given each day*
- *Time management needs improvement for both participants & facilitators*
- *Have the participants do presentations in the training room*
- *Great appreciate PNGCJE and the facilitators for a very informative workshop*

Attachments

(A) Workshop photos via zoom





Papua New Guinea Centre for Judicial Excellence
Supreme & National Courts of Justice



Training of Trainers: 24 – 28 May 2021

(B) Training of training agenda - 2021

Time	Session	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30am		Registration	Announcements & house keeping	Announcements & house keeping	Announcements & house keeping	Announcements & house keeping
8:30-9:30am	1	<ul style="list-style-type: none"> Welcome remarks Introduction Housekeeping & group photo 	<i>Review of previous day</i> Curriculum Development <i>Knowledge (K)</i>	<i>Review of previous day</i> Curriculum Development <i>Attitude (A)</i>	<i>Review of previous day</i> Participants Presentations	<i>Review of previous day</i> Participants Presentations cont.
9:30-10:30am	2	Role & Purpose of Judicial Education	Curriculum Development <i>Knowledge (K)</i>	Curriculum Development <i>Attitude (A)</i>		
10:30-10:45am		Morning tea				
10:45-11:30am	3	<ul style="list-style-type: none"> TOT Training Toolkit (PJSI) Zoom Features (15 mins) 	Curriculum Development <i>Skills (S)</i>	Barriers & Constraints		
11:30-12:15 noon	4			Communication Skills		
12:15-1:15pm		Lunch				
1:15-2:00pm	5	Judicial Training Cycle	<i>Modes & Methods of Delivery</i>	Time management		Presentation of Certificates & closing remarks
2:00-2:45pm	6	Learning Styles	Presentation Techniques	<i>(Participants to prepare lesson plans)</i>		End of Program
2:45-3:00pm		Afternoon tea				
3:00-3:45pm	7	Curriculum Design	Presentation Techniques	<i>Preparations of lesson plans for presentations cont.</i>	<i>Feedback and comments</i>	
3:45-4:00pm	8	Session Wrap-up	Session Wrap-up	Session Wrap-up	Session Wrap-up	

Reporting Template: PNGCJE Trainings

Developed by Peter Michael



Papua New Guinea Centre for Judicial Excellence
Supreme & National Courts of Justice



C. Participants list with allocation of date and presentation topics

No	Name	Gnd.	Designation	Division	Training involved	Presentation Topic	Presentation Date
1	Andrew Barila	M	Assistant Digital Audio Syst Engineer	Court Reporting Services	CCA	<i>Importance of Court Reporting</i>	Thursday 27 May
2	Bessie Kwara-Kassman	F	Database Operator	CDS	CDS	<i>Benefits of CDS for Judges</i>	Friday 28 May
3	Celine Golu	F	Training Manager	Court Reporting Services	CCA	<i>Event Management</i>	Thursday 27 May
4	Chyndee Petrus	F	ICCSD Systems Administrator	NCPIP/ICCSD	CDS/ PNGSDB	<i>How does ICCSD work?</i>	Friday 28 May
5	Delmay Mukar	F	Budget Officer	Finance	CCA	<i>Explain the Budget Process in NJSS</i>	Thursday 27 May
6	Eddie Levi	M	Manager	Buildings & Grounds	CCA	<i>Explain how courts can restore and maintain public confidence</i>	Friday 28 May
7	Ethel Akike	F	Project Officer	NCPIP/ICCSD	ICCSD	<i>Project Management</i>	Thursday 27 May
8	Gabriel Karl	M	Executive Officer	JCC Secretariat	CCA	<i>Justice Delayed is Justice Denied</i>	Friday 28 May
9	Georgina Aisi Parina	F	Project Officer	NCPIP/ICCSD	ICCSD	<i>Project Evaluations</i>	Thursday 27 May
10	Hengebe Anguali	M	Accountant	Finance	CCA	<i>Importance and Use of Balance Sheet</i>	Friday 28 May
11	Jacob Alpa	M	Archivist	Library & Archives	CCA	<i>Explain the functions of Library & Archives</i>	Thursday 27 May
12	James Kenosi	M	Chief Security Officer	Security	CCA/Security Training	<i>How is Security important to the Judiciary?</i>	Friday 28 May
13	Nickson James	M	Assistant Registrar – Equity	National Court	CCA	<i>Registry Records Management</i>	<i>Did not show up</i>
14	Philip Wapu	M	Editor – Judgment Writing	Judgment Editing	CCA	<i>Legal Research</i>	Thursday 27 May
15	Rickinson Mekere	M	NCPIP/ICCSD OfficerLae	NCPIP/ICCSD	ICCSD	<i>Registry Processes & Procedures</i>	Friday 28 May

16	Humphrey John	M	Finance Director	Finance	CCA	<i>Teamwork: provide some insights on the Importance of Teamwork in an organization</i>	<i>Did not show up</i>
17	Stacey Levakia Wali	F	Program Officer	PNGCJE		<i>What does Justice in PNG mean to you as a Court Officer?</i>	Thursday 27 May
18	Jeffery Maruse	M			IECMS	<i>Explain the importance and benefits of IECMS to the Judiciary</i>	Friday 28 May
19	Vincent Watama	M			IECMS	<i>What is IECMS? Discuss in detail with its features</i>	Thursday 27 May
FACILITATORS							
20	John Carey, JP PhD	M	Executive Director	PNGCJE			
21	Debbie Laudiwana	F	Manager - Research & Publications	PNGCJE			
22	Barry Ludin	M	Manager - ICT	PNGCJE			
23	Tongia Kekebogi	M	Program Officer - Judicial	PNGCJE			
24	Arabella Owen	F	Program Officer - Pacific	PNGCJE			
25	Emmah John	F	Program Officer - MS	PNGCJE			
26	Peter Michael	M	Program Officer - NJSS	PNGCJE			

D. Copies of Invoices



NATIONAL JUDICIAL STAFF SERVICE

Finance Division

P O Box 7018
BOROKO

National Capital District

Telephone: 311 2710

Facsimile: 323 1081

Email: Hanguali@pngjudiciary.gov.pg

REMITTANCE ADVICE

20th May, 2021

The Choice Catering
P.O Box 1145
VISION CITY
NCD

Date	Reference	Description	Amount
20.05.21	170521	Catering for Training of Trainers (ToT)	13,359.50
	180521	Catering for Cybercrime and Electronic Evidence Workshop.	2,783.00
		Bank Reference (EFT) # 00453976 NJSS Creditor: 17/05/2021	
		Payment Amount PGK:	16,142.50

The Total Amount has been transferred direct to your bank Account

Bank Name: BSP
BSB No: 088907
Account No: 7004331000
Amount: K 16,142.50
Date: 20/05/2021



NATIONAL JUDICIAL STAFF SERVICE
Finance Division

P O Box 7018
BOROKO
National Capital District

Telephone: 311 2710
Facsimile: 323 1081
Email: Hanguali@pngjudiciary.gov.pg

REMITTANCE ADVICE

12th May, 2021

Fone Haus Ltd
PORT MORESBY
NCD

Date	Reference	Description	Amount
12.05.21	17062767	Payment for dongle with sim card and data for Training of Trainers (TOT) participant – Rickinson Mekere. Bank Reference (EFT) # 00450936 NJSS Creditor: 12/05/2021	359.00
		Payment Amount PGK	359.00

The Total Amount has been transferred direct to your bank Account

Bank Name: BSP
BSB No: 088202
Account No: 1010178380
Amount: K 359.00
Date: 12/05/2021

National Judicial Staff Services, P.O Box 7018, BOROKO, NCD. Email: accounts@pngjudiciary.gov.pg

Note: K200 additional Data purchased and sent over to the lone participant in Lae to use and access zoom