

## Precourse template for AOT ORP course

- The precourse is the final course preparation for the faculty which takes place just before the course.
- The aim is to discuss the entire program and identify uncertainties and questions and find solutions.
- A suggestion is to focus on one of the three teaching methods used during the course: Lectures, discussions and practical exercises.
- The precourse is a team building event and mandatory for all faculty to attend.
- This template is designed as guideline for chairpersons. It should be adapted to the individual needs of each faculty team.
- It is suggested that the precourse takes at least 3 hours.
- The precourse is an interactive session run by the chairperson or the assigned faculty.

Time	Topic	Desired outcome	Who
30 min	Introduction	<ul style="list-style-type: none"> <li>• Introduce all faculty, identify missing faculty, find out reasons               <ul style="list-style-type: none"> <li>○ address replacement of their duties</li> <li>○ focus on teambuilding and faculty development</li> <li>○ identify strengths and weaknesses of individual faculty</li> </ul> </li> <li>• Communicate structure and goal of session</li> <li>• Introduce and practice feedback on performance amongst faculty during course</li> </ul>	Chair person
30 min	Lectures	<ul style="list-style-type: none"> <li>• Review and brainstorm key elements of giving a presentation</li> <li>• Address method of time management for moderators</li> <li>• Discuss set up of room and use of equipment</li> <li>• Agree to upload all lectures early enough on 1 computer</li> <li>• Ask for concerns</li> <li>• Use course report from last time to address final issues for change</li> </ul>	Identify faculty
45 min	Small group discussions	<ul style="list-style-type: none"> <li>• Review and brainstorm key elements of leading a small group discussion</li> <li>• Ensure that all have updated versions of discussion group material</li> <li>• Remind all about effectiveness of proper set up of room and inform about different locations</li> <li>• Ask for concerns</li> <li>• Use course report from last time to address final issues for change</li> </ul>	Identify faculty

45 min	Practicals	<ul style="list-style-type: none"> <li>• Review and brainstorm key elements for leading a practical</li> <li>• Review different roles</li> <li>• Emphasize structure of practical             <ul style="list-style-type: none"> <li>○ time management</li> </ul> </li> <li>• Ask all (or few) practical directors to communicate their outline</li> <li>• Ensure all know the videos</li> <li>• Ask for concerns</li> <li>• Use course report from last time to address final issues for change</li> </ul>	Identify faculty
30 min	Reflection and Warm up methods	<ul style="list-style-type: none"> <li>• Inquire from faculty which methods they plan to use</li> <li>• Encourage trying out different methods</li> <li>• Ask for concerns</li> </ul>	Identify faculty
		If a dinner is organized after this event, the time can be used to address further concerns and get to know one another.	