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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Desired outcome</th>
<th>Who</th>
</tr>
</thead>
</table>
| 30 min | Introduction | • Introduce all faculty, identify missing faculty, find out reasons  
  o address replacement of their duties  
  o focus on teambuilding and faculty development  
  o identify strengths and weaknesses of individual faculty  
  • Communicate structure and goal of session  
  • Introduce and practice feedback on performance amongst faculty during course | Chairperson |
| 30 min | Lectures | • Review and brainstorm key elements of giving a presentation  
  • Address method of time management for moderators  
  • Discuss set up of room and use of equipment  
  • Agree to upload all lectures early enough on 1 computer  
  • Ask for concerns  
  • Use course report from last time to address final issues for change | Identify faculty |
| 45 min | Small group discussions | • Review and brainstorm key elements of leading a small group discussion  
  • Ensure that all have updated versions of discussion group material  
  • Remind all about effectiveness of proper set up of room and inform about different locations  
  • Ask for concerns  
  • Use course report from last time to address final issues for change | Identify faculty |
<table>
<thead>
<tr>
<th>Time</th>
<th>Section</th>
<th>Activities</th>
<th>Identify faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 min</td>
<td>Practicals</td>
<td>• Review and brainstorm key elements for leading a practical&lt;br&gt;• Review different roles&lt;br&gt;• Emphasize structure of practical&lt;br&gt;  o  time management&lt;br&gt;• Ask all (or few) practical directors to communicate their outline&lt;br&gt;• Ensure all know the videos&lt;br&gt;• Ask for concerns&lt;br&gt;• Use course report from last time to address final issues for change</td>
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<tr>
<td>30 min</td>
<td>Reflection and Warm up methods</td>
<td>• Inquire from faculty which methods they plan to use&lt;br&gt;• Encourage trying out different methods&lt;br&gt;• Ask for concerns</td>
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<td>If a dinner is organized after this event, the time can be used to address further concerns and get to know one another.</td>
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