# NOTES TO TRAINERS

1. Where necessary, give a brief background on the area you are teaching.
2. Where necessary give some case studies.
3. Relate lesson to trainees day to day situation.
4. If you have additional references, please share with the trainees.
5. As power point is only a communicating tool, where possible develop notes or hand outs for the trainees.
6. Ensure you keep to time stipulated in the program.
7. All trainers are to use the COPE branded PowerPoint presentations to be circulated by email.
8. Allocate time for discussion at the end of the presentation.
9. Ensure you give an evaluation sheet to the trainees – this will take five to ten minutes at most. This you should leave the filled evaluation forms at the COPE secretariat.
10. Ensure you provide a few questions with an answer for the trainees to be done during the CAT or Exam. This should be handed over to the COPE secretariat. The question should be in multiple choice format.
11. Develop and provide laboratory/field practical exercise procedures to the participants prior to start of the practical sessions.
12. For all field visits, give a brief on the itinerary and expectation at the start of the trip.