



WELCOME



Administration Staff





Welcome

- Background to the Academy
- Additional Courses
- The Virtual World



Administrative Items

Course duration:

- 02/06/2025-11/06/2025

Hours:

- Workshop starts promptly at 10:00 (Buenos Aires Time)
- First Session 10:00 – 13:00 (BA Time)
- Second Session 14:00 – 16:00 (BA Time)
- Log in to ZOOM 15 minutes before scheduled time



Administrative Items

- Complete all evaluation and assessment tools at the end of the course
- Keep chat to business only
- Do not log out during breaks
- Keep video on where possible
- Use raise hand option for questions
- Group Country then Name (1 UK David Cowie)



Comfort Breaks



Attendance

- All sessions are mandatory
- If not present this will become apparent during breakout sessions
- In exceptional cases if unable to attend please email Secretariat and copy in your Senior Manager



Breakout Useful Ideas

- Take screenshot of task for breakout
- Manage time effectively
- Nominate a different spokesperson to feedback answers
- WhatsApp Group
- Capture results/charts on laptop and screen share for feedback



Introductions





Introductions

- Your name
- Your country
- The agency you work for
- What are your duties / job
- What do you hope to learn from the course

