# 4th MORALE Training of Trainers Module

# University of Oldenburg 13th, 14th and 15th of July 2021

# Suggested Agenda

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| Please Note:  All lessons follow a self-learning method.  While it is strongly recommended to follow the suggested agenda closely, lessons remain accessible also after the official training hours to be revisited and/or completed.  At the end of each lesson participants will find a brief reflection questionnaire. Only once the questionnaire is completed, the lesson is considered completed.  The *Welcome* at the beginning of each training day and the *Reflectios* at the end of each training day are live-sessions. In order to access the sessions, please follow the provided link.  The Coffee Breaks are optional suggestions.  Technical support is available during the official training hours. |

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| 4th MORALE Training of Trainers Module  UOL  TRAINING DAY 1 -13th of June 2021 | |
| 09:00 – 09:30 (all times are CET)  09:30 – 10:00 | Welcome (link follows)   * Prof. Dr. Sobhi Abou Chahine (BAU for MORALE) * Prof. Dr. Jorge Marx Gómez (UOL) * Adriana Lozada Hernandez-TBC (UNED for FREE)   Technical Introduction   * Team UOL |
| Psychology/Emotional Intelligence | |
| 10:00 – 11:30 | Lesson 1: Critical Thinking   1. Introduction to Critical Thinking 2. Importance of Critical Thinking 3. Improve our Thinking Skills 4. Critical Thinking Test 5. Ways to think more critically 6. Critical Reading and Writing |
| 11:30 – 12:00 | Coffee Break |
| 12:00 – 14:00 | Lesson 2: Unconcious Bias   1. Questioning the Mediocratic Principle 2. Recommendations on How to counter Implicit Biases 3. Unconcious Bias Awareness—Raising Approaches 4. Educational Videos |
| 14:00 – 14:30 | Live Session – Reflections Day 1 (link follows) |

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| 4th MORALE Training of Trainers Module  UOL  TRAINING DAY 2 -14th of June 2021 | |
| 09:00 – 09:30 | Live Session - Welcome DAY 2 (link follows) |
| Decision Making and Crisis Management | |
| 09:30 – 11:30 | Lesson 3: Leadership I   1. Leadership 2. Characteristics of a Leader 3. Leadership Theories 4. The different sources of Leadership Power 5. The Role and Culture of Leadership |
| 11:30 – 12:00 | Coffee Break |
| 12:00 – 14:00 | Leadership II   1. Understanding People 2. Motivation 3. Decision Making 4. Ethics of Leadership 5. The Dark Side of Leadership |
| 14:00 – 14:30 | Live Session – Reflections Day 2 (link follows) |

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| 4th MORALE Training of Trainers Module  UOL  TRAINING DAY 3 -15th of June 2021 | |
| 09:00 – 09:30 | Live Session - Welcome DAY 3 (link follows) |
| Session 3 – Strategic Planning, Soft and Administrative Skills | |
| 09:30 – 11:00 | Lesson 4: Time Management   1. Time Management 2. Steps and Techniques 3. Different Settings 4. Challenges |
| 11:00 – 11:30 | Coffee Break |
| 11:30 – 14:00 | Lesson 5: Public Speaking   1. Speaking in Public 2. Listening 3. Speech Preparation: Getting Started 4. Speech Preparation: Organizing & Outlining 5. Speech Presentation 6. Types of Public Speaking |
| 14:00 – 14:30 | Live Session – Reflections Day 3 (link follows) |

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| Materials covering the topics ‘International Social Welfare and Services to Immigrants and Refugees’ and ‘NGO Business Economy’ will be provided on the platform. |