

UNESCO/APC MULTIMEDIA TRAINING KIT

Trainers' notes: Cooperative Problem Solving Workshop Introduction

Developed by: Search for Common Ground

Introduction	<p>The purpose of this introductory unit is to welcome the participants and to orient them to the workshop.</p> <p>Note: this unit is intended for use with workshops in which the entire "Cooperative Problem Solving" module will be presented.</p>
Timing/Duration	35 minutes
Content outline and main topics covered	<ol style="list-style-type: none">1. As people come in:<ul style="list-style-type: none">o Welcome themo Ask them to make up a name tag and to put their name on both sides of a tent card at their table2. Welcome and workshop purpose (5 minutes):<ul style="list-style-type: none">o Welcome everyoneo Describe the purpose of this workshop:<ol style="list-style-type: none">i. For individual participants: to learn how to use, and to develop a sense of confidence in using Cooperative Problem Solving - a way to resolve conflicts while also strengthening relationships.ii. For the community: to spread knowledge of, respect for, and use of Cooperative Problem Solving.3. Introductions (10 minutes): everyone introduces themselves and tells what brings them to this workshop.4. Overview of workshop (5 minutes): introduce the participants to the workshop. Key points:<p>It is an interactive workshop - provides opportunities to practice skills;</p><p>It draws on our own past experiences in resolving conflicts.</p>

	<p>5. Workshop Content (5 minutes):</p> <p>Cooperative Problem Solving</p> <ol style="list-style-type: none"> i. Overview ii. Step By Step <p>Ourselves as peacemakers Choosing our response to conflict situations Back home action plan Evaluation Workshop close</p> <p>6. Introduction to the Cooperative Problem Solving Guide (5 minutes): hand out a copy of the CPS Guide to each person and review it with the following key points with the group:</p> <p>The Table of Contents The CPS Guide contains all the graphics and content that will be covered in the workshop - it serves as a text booklet. It also stands alone - someone who has not taken the workshop can read it and understand how to resolve problems cooperatively.</p> <p>7. Administrative items (5 minutes):</p> <p>Starting, ending times Breaks Lunch List of participants - changes?</p> <p>8. Conclusion: in our next unit we will conduct an exercise that clarifies what Cooperative Problem Solving is all about.</p>
Target audience	General
Prerequisite skills/Knowledge	-
Unit objectives/Expected outcomes	<p>On completing this unit, the participants should:</p> <ul style="list-style-type: none"> o Have a picture of the other workshop participants o Understand the purpose and overview of the workshop
Pre-workshop activities	-
Notes on using exercises	Read the section on "Skills Practice Sessions" in the trainers' manual.
Resources included with unit	<ul style="list-style-type: none"> o Trainers' notes o Overheads <p>Use the general CPS guide as a handout.</p>
Additional trainer resources	Read Chapter 1 of the CPS guide.

Equipment needed	<ul style="list-style-type: none">o Blackboard/whiteboard and chalk/dry erase markers or flipchart, markers, and tapeo Name tag for each participanto Name tent card for each participanto List of all participants
Comments	Before conducting this opening unit, it is a good idea to write the overview of the workshop (Overheads 1-2) on the chalkboard or flipchart.