

**4th Trainers' Workshop on
Improving Training Quality (ITQ-4) through
Interactive Learning Technologies and Distance Mentoring**

*A Collaborative Activity Organized by
World Bank Institute/The World Bank;
University Science Malaysia (USM); Asian Institute of Technology (AIT);
University of Illinois*

APPLICATION FORM

Family (Last) Name:	_____
First Name:	_____
Position/Title:	_____

Organization:	_____
Institution:	_____

Mailing Address:	_____

City:	_____
State/Post Code:	_____
Country:	_____

Nationality:	_____
Sex:	_____ Male _____ Female
Age:	_____ years
Dietary Restrictions:	_____
Phone:	(incl. country & city code)
Office:	_____

Home:	_____

Fax:	_____

E-mail:	_____

WWW:	_____

I am applying for my participation in the above mentioned Workshop and, if I am admitted to the Workshop, the following arrangements will need to be made:

Workshop Fee for US\$ 3,500

_____ Will wire-transfer the fee to:
USAINS Holding Sdn.Bhd
Account No. 0709000708-05-7
Bumiputra-Commerce Bank Brhd.
Univ. Science Malaysia Branch
Penang 11800, MALAYSIA

Signature: _____

Date: _____

_____ Will send US\$ check, made to:
USAINS Holding Sdn Bhd.

_____ Will pay in US\$ cash or traveler's
check upon arrival

Who will provide you with funding support?

_____ Own Institution/Organization
_____ Self
_____ Other Agency: please specify (and include name of contact person, phone & fax numbers)

Please send to USM a letter from the Sponsoring Agency which indicates that it will cover your Workshop costs.

Hotel and Flight Arrangements:

_____ Please reserve accommodation for me and I will pay directly when I arrive:
_____ For March 3 -20, 2002: _____ Single Room (US\$45 nett per night
(in Penang, Malaysia) based on US\$1.00 = RM 3.75)
_____ For 7 nights in September 2002: _____ Single Room (US\$27 nett per night
(in Bangkok, Thailand) based on US\$1.00 = Baht 44.00)
_____ For Phase-2, I will purchase my own ticket and inform USM my flight schedule in due course.

<p>TOTAL years of professional working experience _____ years</p> <p>No. of years as trainer and/or in training-related responsibilities: _____ years</p> <p>No. of years at present position: _____ years</p> <p>No. of years with present organization: _____ years</p> <p>What are your main training functions (check all that apply)?</p> <p>Assess training needs and/or market demand _____</p> <p>Develop training strategy/plan _____</p> <p>Design training curriculum _____</p> <p>Select or develop appropriate learning methods _____</p> <p>Develop and produce training modules/materials _____</p> <p>Conduct actual training activities _____</p> <p>Train other trainers _____</p> <p>Monitor & evaluate training results _____</p> <p>Others, please specify: _____</p> <p>_____</p> <p>_____</p>	<p>Educational Attainment (Check all that applies):</p> <p>_____ High School Graduate</p> <p>_____ Diploma (year completed & institution) _____</p> <p>Field of Study: _____</p> <p>_____ Bachelor (year graduated & university) _____</p> <p>Major: _____</p> <p>_____ Master (year graduated & university) _____</p> <p>Major: _____</p> <p>_____ Doctorate (year graduated & university) _____</p> <p>Major: _____</p> <p>_____ Other relevant training, please specify: _____</p> <p>_____</p> <p>_____</p>
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During the six-month Phase-3 of the Workshop: “Distance Mentoring through Online Coaching” what specific output-oriented “learning tasks/projects” do you want to work on? (check a maximum of four items only)

<u>Type of Learning Tasks/Projects</u>	<u>Specify the subject/topic and intended audience:</u>
_____ Development of a training strategy and plan	_____
_____ Conduct a training needs assessment	_____
_____ Design a training curriculum and develop appropriate training modules	_____
_____ Produce learning support materials (e.g., audio-visuals, case teaching materials, etc.)	_____
_____ Develop and test innovative learning methods	_____
_____ Improve and practice training delivery skills	_____
_____ Train other trainers	_____
_____ Develop learning assessment tools and evaluate training activities	_____
_____ Others, please specify: _____	_____
_____	_____
_____	_____
_____	_____

Do you have direct/personal access to the following computer hardware and software?

NO	YES	Types of Computer Hardware & Software	If YES, where?		
			Office	Home	Others (please specify)
		Personal Computer: With the following operating System: Windows _____ System/version _____ Macintosh _____ System/version _____			
		E-mail: Can you send & receive electronic mail <u>attachments</u> at present? _____ Yes _____ No Which communication software do you use for your E-mail? Eudora _____ Netscape E-mail _____ Lotus Notes _____ Given by Local _____ Internet Service Provider _____ AOL _____ CompuServe _____ Others _____ Please specify below: _____			
		Internet/World-Wide-Web: Internet connection through: Modem _____ Speed _____ Own Server/Network _____ I am using the following Browser/Navigator Netscape _____ version: _____ Explorer _____ version: _____ Others _____ please specify: _____			
		Software Applications: version Word _____ WordPerfect _____ Excel _____ Others, please specify _____ _____ _____			

How many years of experience do you have with the following personal computer skills?		How would you rate your competency on the following computer skills?			
Type of Skills		Excellent	Good	Fair	Poor
Word/Text Processing	_____ years				
E-mail Operations	_____ years				
Internet/World-Wide Web Navigating	_____ years				
Presentation Graphics Operations	_____ years				
Desk-Top Publishing	_____ years				
Others, please specify:					
_____	_____ years				
_____	_____ years				

Please describe below the main reasons why you would like to participate in this Workshop.

Please FAX this Application Form soonest to:
(60-4) 657-7736
and also mail the original to the following:

Prof. Ramli Mohamed
School of Communication
University Science Malaysia (USM)
Penang 11800, MALAYSIA

How did you get the information on this workshop?

- From the Internet/Website
- From the workshop brochure
- From World Bank publication(s) or staff member(s)
- From my professional membership association/network
- Please specify: _____
- From other sources: _____

For more information on this Workshop, please contact the following:

Dr Ramli Mohamed
Professor
School of Communication
University Science Malaysia (USM)
Penang 11800, MALAYSIA
Phone: (60-4) 860-4105
Fax: (60-4) 657-7736
E-mail: ramli@usm.my

or Dr. Ronny Adhikarya
Senior Training Officer and KULT Prog. Manager
Knowledge Networks & Distance Learning Div. (WBIKL)
The World Bank, 1818 H Street, NW
Washington, D.C. 20433, U.S.A.
Phone: (1-202) 473-0305
Fax: (1-202) 522-1492
E-mail: radhikarya@worldbank.org

Please see also the Workshop's Website:

www.ikonosnewmedia.com/wbi/itq-4