



# PILOTS

**Professionalisation for learning in technology and science  
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## D6.1: Guidelines for Training Events

**Workpackage 6: Multiplying Training Events**

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**[www.thepilots.eu](http://www.thepilots.eu)**

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# What is a multiplying event?

Pilots aims to reach as many people as possible, among Europe's community of explainers. This is why Pilots training courses do not just aim to train explainers – they also aim to train explainers to train their colleagues.

After explainers have attended a Pilots training session, they then organise a multiplying event in their own institution. The participants in the event are the explainer's colleagues – fellow explainers, but also other interested members of staff in the institution.

This event can be focused on a particular skill or activity – any element taken from the Pilots training course which the explainer thinks is especially relevant or interesting to that particular institution. The trained explainer leads the event and shares the Pilots training with the participants.

The aim is to ensure that Pilots best practice becomes part of explainers' day-to-day activities in science centres and museums across Europe.

In our daily routine we will call these multiplying training events, ***Co-Pilots events***.

# Guidelines for Co-Pilots Events

## First Step

Choose the type of explainer activity (one or more) your training will focus on, and explain the reason for the choice:

- Science Show;
- Debate;
- Workshop;
- Enquiry-Based Activity;
- Demonstration;
- Other (please describe).

## Second Step

Choose the best date for the event (day, hour) according to the time-table of the explainers and the functioning of the Museum or Science Centre. If you have too many explainers in your Science Centre, it's better to make several classes of 10 explainers maximum.

## Third Step

Define which objectives, strategies and methodologies are related to the training event. Make a brief description on the event including how you will implement the event - general steps of your work plan. (For example, first make a general presentation of the participants; second, make a question to introduce the theme, and so on.)

## Fourth Step

Find out what is necessary to implement the training event, for example:

- Change possible time-tables of the explainers;
- Authorization to implement the event in that precise day.

### **Fifth Step**

Consult the webplatform for the Pilots project at [www.thepilots.eu/](http://www.thepilots.eu/) and make a selection of articles, worksheets for your training event. Any doubts or help, please contact Sofia Lucas<sup>1</sup> or Rosario Pereira<sup>2</sup> at the Pavilion of Knowledge – Ciencia Viva.

### **Sixth Step**

Reserve the proper resources and equipment for the event. Examples:

- Projector;
- Tables, chairs;
- Other equipment that you will need;
- PowerPoint presentation;
- Computers;
- List of the experimental materials;
- Worksheets;
- Documents/articles that complement the training session.

### **Seventh Step**

Host the training event.

### **Eighth Step**

Hand out a questionnaire to evaluate the training session. You can find a template in Pilots website, in the Tools section. If you need help for analysing the data write a mail to Pilots members in charge of evaluation, Paola Rodari<sup>3</sup>.

### **Ninth Step**

Produce a report and send it to the Pavilion of Knowledge - Ciencia Viva to Sofia Lucas<sup>1</sup> and Rosario Pereira<sup>2</sup>. Pay attention to the following points that you have to include in the report.

- Your name and institution;
- How many explainers attended the training event and where the training took place;

- Type of training event (debate, demonstration...);
- Description of the training event;
- Specify the positive and negative points of the session and the more interesting and less interesting aspects;
- Refer any interesting discussions, facts, ideas and other aspects you consider relevant;
- Photographs;
- Global appreciation;
- Evaluation results.

Also, feel free to think about creative ways to document your Pilots experience! Could you video the event and upload it to YouTube? Or photos in Flickr? And don't forget to embed or upload directly the documents on Pilots HUB, where you can share your experience with the other explainers, posting and blogging. This is very important for the development of explainer's international community!

During the preparation of your Co-Pilots event you can seek advice from Sofia Lucas<sup>1</sup> or Rosário Pereira<sup>2</sup>.

Notes:

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