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<th><strong>Title</strong></th>
<th>AMIC Seminar on Training Needs in the Use of Media for Distance Education in Asia, Singapore, Jun 8-11, 1987 : [working groups' reports]</th>
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<td><strong>Author(s)</strong></td>
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Working Groups' Reports
WORKING GROUP I

Cheng Huang Leng
G. Dhanarajan
A.W. Khan
D.A. Kotelawele (Chair)
Park Moon-Tae
Walid Nassar
Kevin Smith
Wahid-uz-Zaman

Assisted by: Katherine Lim

Venue: Conference Room
WORKING GROUP II

Binod Agrawal (Chair)
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A.B. Eddington
Ron Harrington
Naswil Idris
Hidetoshi Kato
Janos L. Reeves
Lean Fook Shin
Shanon Timmers
Assisted by: Margaret Seah
Venue: Vic's room
WORKING GROUP III

D. Geoffrey
Janet Jenkins
Cecilio Penson (Chair)
Dan Power
Piboon Puriveth
Anna Stahmer
Don Swift
Wan Usman
Wichit Srisa-an
Assisted by: Cynthia Choo
Venue: Harald's Room
GROUP III

MANAGEMENT SKILLS TRAINING

Management is one important aspect within all components of distance education. Associated training will be a necessary part of the training within each of them. It should include:

a) planning and management of curriculum development and institutional design
b) management of production teams
c) management of media production.

As importantly, however, overall planning and management of key personnel of distance education institutions;

* planning and management
* staff supervision
* cost analysis/control
* quality control, including evaluation systems
* human resource development training of trainers
* policy assessment and government relations
A) MANAGEMENT SKILLS TRAINING

I) Training and Development of Key Personnel in:

1) Management and organizational development

2) Management of specific areas:
   - student support system
   - production system
   - delivery system
   - general administration

3) Planning, implementation and monitoring; project control; cost analysis and control; project evaluation

4) Policy development and government relations

II) Who should be trained?

   Key personnel in charge of various sub-systems
   o existing staff

B) DEVELOPMENT

I) Training of key personnel in

1) curriculum planning and development

2) instructional design

II) Who should be trained?

   o all academics including part-timers
   o all key personnel from media production
   o all academic administrators
   o all course writers, full and part time
C) MEDIA

I) Training of key personnel in:

1) texts
2) radio
3) audio (recorded)
4) video
5) television
6) audio-teleconferencing
7) support services

II) Who should be trained?

TEXT

1) Editors- producing text for DE
2) Coursewriters/academics- AS ABOVE
3) Instructional designers - as above
4) Graphic designers - orientation to distance education (DEO)
5) Middle management - DEO
6) Senior management- DEO
7) Tutors/supervisors- orientation and utilisation
8) Word processor operators- training for educational wordprocessing

VIDEO

1) Producers/directors- DEO and educational video
2) Scriptwriters- as above
3) Coursewriters/ academics- as above
4) Technicians- DEO
5) Instructional designers- DEO and educational video
6) Middle management- DEO
7) Senior management- DEO
8) Tutors/supervisors- orientation and utilisation

BROADCAST TELEVISION

As video training above, but replace educational video by educational television.

BROADCAST RADIO

As video training, but replace educational video by educational radio.
AUDI0

1. Producing - DEU and educational audio
2. Transcription/editing - full training in writing for
   distance education
3. Technical - DEU and processing in educational audio
4. Instructional development - above
5. Media management - DEU
6. Technical management - DEU
7. Instruction/supervision - control, maintenance and utilization

TELECOMMUNICATIONS

1. Telecom Engineer/Systems Engineer - planning & operations of
   educational telecommunication
2. Telecom Technicians - DEU and operation and maintenance in
   educational telecommunication
3. New personnel - DEU - basic in telecommunication systems and
   equipment
4. Faculty - equipment, operation and instructional strategies
5. Heads/supervisors - as above
6. Instructional designers/editors - as above plus educational
   technologies
7. Administrators/record in basic telecommunication systems

Note: 1. Many specialized areas such as uses of computers and
   evaluation not covered; needs short term training for
   select personnel from all areas.

2. Many of the aforementioned functions are performed on a
   contract or part-time basis. We assumed that these part-
   time employees will receive the appropriate training as
   well.