**TRAINING PLAN TEMPLATE**

Training Topic Title: Editing videos using Photos apps

Learning Outcome/s:

By the end of the session, participants will be able to:

1. Capture part of a full video from certain minute to certain minute
2. Saving the video as a separate video
3. Joining multiple videos together as a single video (Should I put this in the same training?)

Training Flow & Activities:

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| --- | --- | --- | --- |
| Training Outline | Trainer Actions | Participant Activities | Time |
| Introduction | Introduction  What is video editing? Why is it needed?  If you want to capture only certain part of the video.  To break the lesson video into smaller parts for future reuse  Explain software that can be used. (photos/videos)  Explain the technique of video editing that will be explained   1. Capture video from certain minute to certain minute | Interaction with the trainer  Check for software availability in their PC.  If not available, what can they do? Where to get it will be explained. | 10 minutes |
| Body  *(this section could be sub-divided into multiple rows to describe the sequence of events during the training session)* | Demo (sample video for testing can be shared with the participants pre training)   1. Show a video and give the scenario which part to capture. Explain to the participants on how to read the time from the video 2. Demo the capturing process and saving process 3. View the edited video. 4. Give another scenario to capture from the video. 5. Participants try 6. Questions on the activity   (Joining two videos together, putting text in videos, should this be included in the training?) | After each step in demonstrated, the participant will be given time to try (based on the sample materials) | 40 minutes |
| Closure | Checking the achievement of learning outcomes.  Ask what else they want to do with videos and take note.  Closing the session. | *Interaction with the trainer* | 10 minutes |

Assessment and Evaluation: *Were the learning outcomes achieved?*

Reflections (if necessary, continue on a separate sheet): *What revisions would you make to the training session? What went well? What could be improved?*