

Information, Science and Technology Agency

Train the Trainer

COURSE OUTLINE

Please keep in mind that the schedule below is only a suggested outline with approximate times to begin and end segments of the course.

8:45 - 9:00	Everything is ready to go. This is the time to welcome participants as they come in and engage in small talk, etc. The Fact and Myth slide (slide #2) is on the overhead for people to see as they settle in.
9:00 - 9:05	Put slide #1 on the overhead: Introductions - keep this part brief - give enough information to establish your credibility, provide a little information on your branch, go over the agenda (slide #3) and discuss the learning objectives (slide #4)
9:05 - 9:15	Pretest- slides #5 and 6 (to be completed individually - answers will be covered as course progresses or you may wish to go over answers. If you are going to go over the answers, add on another 5 minutes to this section.)
9:15 - 10:15	Begin with the <i>Freedom of Information And Protection of Privacy Act</i> slide (slide # 7) and discuss the history of the legislation etc...and continue with the slides (slides #8 to 22) until you get to either the end of the <i>Public Interest Paramount</i> slide (slide # 23) or the end of the <i>Impact of FOI Access Provisions</i> slide (slide #26). Either place serves as a natural breaking point.
10:15 - 10:30	Coffee Break



Information, Science and Technology Agency

Train the Trainer

10:30 - 11:15	<p>If ended at slide #23: Briefly review key points from first part of the session - i.e. “Earlier this morning we covered records, control and custody of records, and the exceptions to disclosure”. Address any questions, if there are any regarding any of this material. Then move on with <i>Processing a Request</i> slide (slide #24). “We’ve just finished discussing what exceptions would be considered for an FOI request, now let’s look at the process for placing a FOI request and how this differs from routine release of information.” Continue with slides #24 through to #34.</p> <p>If ended with slide #26. Briefly review key points from first part of the session - i.e. “Earlier this morning we covered records, control and custody of records, the exceptions to disclosure and how to make a FOI request. Does anyone have any questions about this material?” If yes, you can take a few minutes to answer the questions. Tell them, “we have covered our responsibilities with regard to release of records but now we are going to cover our responsibilities dealing with personal information in the course of our job duties.” Tell them you’re moving on to Collection, Use and Disclosure of information. Continue with slides until you get to the <i>Impact of FOI Privacy Provisions</i> slide (slide #34).</p>
11:15 - 11:25	<p>Case study - <i>Privacy In The Park</i>. Read it aloud to the group. Allow them a few minutes to work on it individually, or they may discuss it with their neighbor. They may also refer to any of their handouts or slides.</p>
11:25 - 11:30	<p>Go over answer to Case study and discuss the key points.</p>



Information, Science and Technology Agency

Train the Trainer

11:30 - 11:45	Post-test (slide #36 and #37) You may place on overhead or you may prefer to read it to them and have them follow along with their copy. The post-test can be open-book if they like and they may discuss with their neighbor. This is a good place to put the <i>FOI Hot Tips</i> slide on the overhead (slide #35). This way, participants who are finished early have something to read.
11:45 - 11:50	Go over answers to Post-test.
11:50 - 12:00	Discussion and Answer period.
12:00	Thank you and good-bye. Remember to gather up all your belongings and leave the room neat and tidy.

