

CONTENT

AUTHORS	2
CONTENT	3
FOREWORD	4
INTRODUCTION	5
PART I: PREPARATORY PHASE	10
I.1.1 Need analysis of the course	11
I.1.2 Definition of target groups and their needs	11
I.1.3 Relation of target group needs with the society needs and priorities	14
I.2. Definition of aims, objectives and sources	18
I.2.1 Aims of adult education	18
I.2.2 Strategic planning of the university in adult education	20
I.2.3 Aims of the course	21
I.2.4 Sources: Is a course feasible from all points of view?	26
I.3. Heterogeneity of participants	29
I.3.1 Initial knowledge of trainees	29
I.3.2 Entrance tests, interviews	31
I.3.3 Team building	36
PART II: DEVELOPMENT OF THE COURSE	38
II.4. Theoretical Basis and Curriculum	38
II.5. Various forms of the course	44
II.5.1 Types of courses and their aims	44
II.5.2 Planning different kinds of courses	47
II.5.3 Human, material and technical support of the course	51
II.6. Preparation of the structure of the course	60
II.6.1 Designing the structure of the course and the instructional plan	60
II.6.2 Coordinating facilities and on-site events	73
PART III. EVALUATION OF THE COURSE	80
III.7. Evaluation	80
III.7.1 Definition and aims of evaluation	80
III.7.2 Methods of evaluation	90
III.7.3 Internal and external evaluation	95
CONCLUSION	97
BIBLIOGRAPHY	98