

METHODOLOGY M 5	<h1>HIGHLIGHT HIERARCHY</h1>
	Tactical methods

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WHAT IS?	<p>This method makes it possible for trainees to search for key elements in written material or during a field visit.</p> <p>This method is useful in the preparation of a session where you want participants to identify key elements.</p> <p>The strength of this method is it brings people together to compare results and ideas, and to reach a common consensus in the group.</p>
WHY	<p>A lot of written material contains many more words than the essentials and sometimes key pieces of information can be overlooked. This method is a straightforward way to ensure that readers become familiar with relevant written material, and are able to identify the most important elements.</p>
HOW	<p>First, you have to:</p> <ul style="list-style-type: none"> ▶ Distribute the written material before the session ▶ Reserve time at the beginning of the session ▶ Alternatively, a field visit can be envisaged and coupled with a reviewing session after the visit. <p>The second part of this method is used to review the ideas and comments from the trainees.</p>
WHAT I NEED	<p>There is very little preparation required for this activity. Initially, you need written material that conveys some important items of information.</p> <p>You need:</p> <ul style="list-style-type: none"> ▶ A copy of the material for each participant ▶ Markers, pens or pencils ▶ A space with a flipchart. <p>If you use this method during a field visit, each poster should be printed on a paper.</p>
EXAMPLES	<p>The following are examples of themes for which this method could be relevant:</p> <ul style="list-style-type: none"> ▶ A leaflet on new techniques that you want to show to trainees ▶ An extract of a technical study that you want to exploit during the training ▶ An extract of legislative text from which you want to identify the main consequences during a session.
SOURCES	<p>J. Rodwell: Activity-based training design, Gower, UK.</p>