Title: Training of Trainers

Course overview	**Knowing a subject is not enough to train on it!**

Training adults requires specific competencies. This course provides methods and tools to ensure efficient learning process. It focuses on adult learning principles, and includes all stages of the learning cycle:

- Training needs assessment

- Methods, techniques and tools to properly design and deliver a training course

- Training course follow-up

It is also available in French. Ce cours peut également être animé en français.

Who should attend

The course will benefit in particular:
- Trainers

- Head of training units

- Human resources managers and other managers involved in training

Learning Objectives

At the end of the course, participants have understood the basics of adult learning and are able to train a group in full respect of the methods, techniques and tools for adult learning.

Participants are also able to identify training needs, to design a training session and to ensure a proper follow-up of a course both for the clients (evaluation) and for the trainees (knowledge transfer).

Course organization and programme

The training course is based on a series of modules. It can be adapted to the requirements of the course participants. The emphasis is put on practice/exercises rather than on presentations:

- Group-work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations.

Format:

	CONTENT TRAINING OF TRAINER COURSE
DAY 1	**1. Concepts of adult learning** - Adult Learning Cycle - Principles / notions of adult learning - The role of a trainer **2. Delivering a training course** - How to start a course - Reasons and rules for "morning recap"
DAY 2	**2. Delivering a training course (cont.)** - Course Methods, Techniques and Tools - Facilitating discussions - Dealing with difficult situations - Conducting end of course evaluation *Practical exercises: Preparing and delivering a session*
DAY 3	*Practical exercises: Preparing and delivering a session (continued)* **3. Designing a training course** - How to do a Training Needs Assessment (TNA): Concept and tools - Defining objectives and course structure - Setting up the evaluation system (satisfaction, learning, transfer and impact)
DAY 4	**4. Supporting transfer and integration** - A coaching approach: training / mentoring / coaching - Challenges and opportunities of transferring and embedding learning - Tools, techniques and skills for supporting trainees - Basic coaching model *Practicing the model*
DAY 5	**5. Course follow-up** *Practicing the model* - Plan of action, implementation and support - Personal awareness, managing relationships - Supporting trainees / participants from a distance

	- Evaluation of course outcome

Individual consultations Participants can obtain an individual consultation from the trainer during or after

course on how to develop and/or deliver a course.

Course venue Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, organizations / individuals can register for courses in other contexts or discuss the feasibility of organizing an additional course depending on number of potential participants. For information about the partnership approach, the benefits for partner organizations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.