

TRAINING OF TRAINERS

for personnel working in IGOs in Kosovo

Microsoft Teams, 2-3 November 2022

Pristina, 7-9 November 2022

COURSE AGENDA



A Programme supported by the EU's Instrument for Stability

Day one, Online – Microsoft TEAMS					
Time	Subject	Module	Session	Learning objectives	Facilitator
09.00-10.30	Welcome and introduction	INTRODUCTION & ICEBREAKER	<ul style="list-style-type: none"> - Organizer’s introduction and participants’ introductions (ice-breaker) - Workshop rules and housekeeping - Agenda and course content - Importance of the introduction session in the training 	<ul style="list-style-type: none"> • state organizer’s aim of the training, • name other participants in the group and the course team, • summarise housekeeping issues for the workshop • state the aim and key learning objectives of the workshop, • explain the importance of introductory activities in terms of meeting motivational need. 	Training team
10.30-10.45 Break					
10:45-11:45	The training cycle	WORKING IN A TRAINING TEAM	<ul style="list-style-type: none"> - The teaching cycle and the role of the trainer 	<ul style="list-style-type: none"> • explain the role of the trainer in the phases of the teaching cycle • identify the different roles and responsibilities of training team members; • recognize the features of a high performing training team; • describe the essential requirements for managing, or contributing positively to, a faculty team before and during courses. 	
11.45-13.15	Principles of adult learning	TEACHING AND LEARNING THEORIES	<ul style="list-style-type: none"> - Theories about learning (experiential learning, social learning, learning styles, adult learning) - Difference between pedagogy and andragogy, trainer-centred and learner-centred approach Experiential learning - Activity: learning by doing - Social learning - Remembering and forgetting - Knowledge, skills, attitudes (KSAs), dimensions of learning 	<ul style="list-style-type: none"> • describe the process of experiential learning, explain the importance of social interactions in learning processes, • state the principle of adult learning, • describe the process of remembering. 	
Day two, Online – Microsoft TEAMS					
Time	Subject	Module	Session	Learning objectives	Facilitator
9.00-9.15			Learning Reinforcer exercise / Daily Intro		Training team
9.15-10.30	Training needs assessment	ASSESSING NEEDS	<ul style="list-style-type: none"> -Assessing needs: what, why, when and how -Analysing the target audience & its environment 	<ul style="list-style-type: none"> • propose activities for training needs assessment. 	
10.30-10.45 Break					

10.45-13.00	Planning and designing a Training Course: an introduction	PLANNING & PREPARATION	- Aims, objectives and learning outcomes - Bloom's Taxonomy - Learning programmes and lesson planning - Lectures and presentations	<ul style="list-style-type: none"> explain the difference between and identify aims, objectives and learning outcomes, list the key elements of an administration and logistics checklist in preparing for an upcoming training event formulate learning objectives for their training, courses. 	
Day three, Monday 7 November 2022 - Pristina					
Time	Subject	Module	Session	Learning Objectives	Facilitator
09.00-10.00	Welcome back in person and team building	INTRODUCTION & ICEBREAKER	- Organizer's introduction and participants' introductions (ice-breaker) - Workshop rules and housekeeping - Agenda and course content	<ul style="list-style-type: none"> state organizer's aim of the training, name other participants in the group and the course team, summarise housekeeping issues for the workshop state the aim and key learning objectives of the workshop. 	
10.00-11.15	Planning and designing a Training Course: an introduction	PLANNING & PREPARATION (recap & con't)	- Aims, objectives and learning outcomes - Bloom's Taxonomy - Learning programmes and lesson planning - Lectures and presentations	<ul style="list-style-type: none"> explain the difference between and identify aims, objectives and learning outcomes, identify all aspects of training organisation (logistics, etc.), formulate learning objectives for their training courses. 	
11.15-11.30	Break				
11.30-13.00	Organising a training event	TECHNIQUES TO USE IN A TRAINING SESSION	- Different training activities and techniques - Energisers - Brainstorming sessions - KSAs and training methods	<ul style="list-style-type: none"> Select the appropriate method for their training sessions, describe how to run at least two energiser activities, propose learning activities that address / cover knowledge, skills and attitudes. 	
13.00-14.15	Lunch offered by the organisers				
14.15-15.15	Organising a training event	TECHNIQUES TO USE IN A TRAINING SESSION	- Different training activities and techniques - Energisers - Brainstorming sessions - KSAs and training methods	<ul style="list-style-type: none"> Select the appropriate method for their training sessions, describe how to run at least two energiser activities, propose learning activities that address / cover knowledge, skills and attitudes. 	

15.15-16.45	Creating an effective learning environment	MANAGING THE TRAINING ENVIRONMENT	- Effective communication in the training room - Using positive and negative language - Dealing with challenging behaviors	<ul style="list-style-type: none"> summarize elements of good verbal and non-verbal communication as a trainer, distinguish between effective and less effective language to use in the training room, explain how to deal with challenging behaviours. 	
16:45	Daily Evaluation & Programme for tomorrow				
Day four, Tuesday 8 November 2022					
Time	Subject	Module	Session	Learning objectives	Facilitator
9.00-9.15			Learning Reinforcer exercise / Daily Intro		Training team
09.15-10.30	Practicalities in the training room	PREPARING TO DELIVER A TRAINING SESSION	- Presentation roadmap - Resources in presentations - Lesson plan - Explaining the presentation exercise	<ul style="list-style-type: none"> explain how to use PowerPoint, flipcharts, whiteboards and handouts when delivering presentations, describe how Bloom's Taxonomy can be used to plan a training session. explain the characteristics of the presentation roadmap 	
10.30-10.45	Break				
10.45-13.00	Training activity	PREPARING TO DELIVER A TRAINING SESSION	Preparation of a presentation based on the lesson plan	<ul style="list-style-type: none"> produce a lesson plan for a training session in their area of expertise, feature learning activities that are relevant for the three cognitive domains, plan the facilitation of a learning activity 	
13.00-14.15	Lunch offered by the organisers				
15.15-16.00	Delivering training sessions	DELIVERING PRESENTATIONS	- delivering a training session combining different techniques (practical exercise for all participants)	<ul style="list-style-type: none"> use in practice knowledge on training techniques in group facilitation, demonstrate the facilitation of a learning activity in groups. 	
16.00-16.15	Break				
16.15-17.15	Delivering training sessions	DELIVERING PRESENTATIONS	- delivering a training session combining different techniques (practical exercise for all participants)	<ul style="list-style-type: none"> use in practice knowledge on training techniques in group facilitation, demonstrate the facilitation of a learning activity in groups. 	
17:15	Daily Evaluation & Programme for tomorrow				
Day five, Wednesday 9 November 2022					
Time	Subject	Module	Session	Learning objectives	Facilitator

09.00-10.30	Delivering training sessions	DELIVERING PRESENTATIONS	- delivering a training session combining different techniques (practical exercise for all participants)	<ul style="list-style-type: none"> • use in practice knowledge on training techniques in group facilitation, • demonstrate the facilitation of a learning activity in groups. 	
10.30-10.45	Break				
10.45-11.45	Assessing and evaluating learning and training event	ASSESSING LEARNING EVALUATING A TRAINING EVENT	<ul style="list-style-type: none"> - Assessing participants' learning - Principles and methods of assessment and evaluation - Kirkpatrick's levels of evaluation - Feedback techniques 	<ul style="list-style-type: none"> • Explain the principles and challenges of assessing participants' learning and evaluating training programmes • understand and know how to apply Kirkpatrick's levels of evaluation • be able to conduct evaluations at different stages, • give feedback to participants. 	
11.45-12.30	Workshop close	CLOSING OF THE TRAINING	<ul style="list-style-type: none"> - Review expectations and objectives for the workshop - Summary of the event 	<ul style="list-style-type: none"> • Reflect upon fulfilment of their expectations and own learning progress, • summarize the training. 	
12.30.	Lunch offered by the organisers				