

# **PROGRAM FOR TRAINING OF TRAINERS, 14-18 JUNE 2010 in Stockhol**

## Capacity Building of the Georgian Leadership 2009-2014

The **duration** of the ToT is 5 days

### **Overall aim**

The overall aim of ToT is to train a group of 12 Trainer candidates that are able and willing to organise, conduct and evaluate training in their respective fields of operation targeted at Georgian public sector

### **Objectives of training**

After having actively participated in the training, participants should:

- have a common understanding about the concept of learning, different learning styles ad the implications thereof
- be able to explain the concept and principles of *Action Learning* and how *Action Learning* can be applied in a training program and in the ordinary business of an organization;
- be able to use participatory training methods and know how these contribute to participants' learning;
- have a common understanding of their role as trainers and how to perform that role
- be able to plan, organise, implement and follow up the training program

### **Trainers**

The Training of Trainers will be conducted by SIPU consultant Anette Clefberg. Furthermore subject area specialists will assist during the planning and feedback of test sessions.

### **Methodology**

The focus of the ToT will be on participants planning and delivery of test sessions. Apart from that, presentations and a variety of participative training methods will be used.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9 am	Introduction to ToT Program Common approach: The Quartet-a model for lifelong learning	Review day 1 Training methodology continued	Review day 2 Session planning for presentations	Review day 3 Conducting and feedback of test sessions Group 1 Negotiations, Gender and Diversity	Review day 4 The role of the trainer Self-assessment and group assessment on relation to list of Characteristics of a good trainer The planning Cycle
10.30 am	Coffee	Coffee	Coffee	Coffee	Coffee
10.45 am	- Ground rules-agreements - Expectations	The role of the trainer	Session planning continued	Conducting and feedback on test session Group 2 Cost Benefit Analysis	Pedagogical issues and needs identified during the week
12 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1 pm	How do we learn? Memories of learning situations Characteristics of a good and a bad trainer <hr/> Different ways of dealing with information: - Self-assessment-Learning styles	Analyses of course modules to be trained by the Trainers to be (together with content experts if possible): Main content Analyse what the individuals need to develop to be able to apply it in practical work How to continue developing it after the course	Reporting and feedback from session planning Draft reports of complete methodological module planning	Conducting and feedback on test session Group 3 Project Management/Program Evaluation	The role of Evaluation and Follow-up
3. pm	Coffee	Coffee	Coffee	Coffee	Coffee
3.20 pm	- Implications of different ways of learning Training methodology	Methodological course planning to meet the needs of the future participants Short reports from groups	Preparation for test sessions, i.e. 45 minutes of conducting and 30 minutes of feedback	Conducting and feedback on test session Group 4 HR	Evaluation of ToT Reflections day 5 and whole program
5 pm	Reflections day 1	Reflections day 2	Reflections day 3	Reflections day 4	