

[TFT-ef-AC] Training and Facilitation Techniques

Theory, skills and tools to design and deliver effective training courses and workshops

Training plays a crucial role within projects wishing to ensure sustainability and organisations striving for quality. Many development projects and organisations incorporate training solutions aimed at building the capacity of staff or clients.

Professional knowledge of training methods and corresponding facilitation techniques will greatly enhance the capabilities of staff who design and deliver training interventions. As a result, trainers will be able to bring about sustainable changes in the attitude of their trainees, add value in their training sessions and boost delegate skills and knowledge.



COURSE OBJECTIVES

This course will enable participants to design and lead training courses based on sound theoretical knowledge and practical skills and tools. The course will prepare you for the range of issues encountered throughout the adult learning process.

By the end of the course you will be able to:

- Analyse training needs and set learning objectives.
- Choose and use appropriate training methods and materials.
- Design and facilitate participatory training sessions.
- Apply practical techniques for presentation and facilitation.

COURSE CONTENT

Training programmes should be designed around the needs of the learner. Learners must be enabled to reflect on and learn from previous experience. This process is visualised in the Adult Learning Cycle, which is used as the basic concept of the TFT course. In experiential learning, the training effort is focused on creating situations in which trainees can learn from their own experience and make use of their own knowledge, insights and abilities.

Training and workshop design

The first step in delivering a workshop or training course, is determining the training need. Both training content and method must be considered. During this course you will learn how to identify and analyse training needs, develop programme objectives, design training programmes and plan participatory learning sessions.

Training and workshop delivery

The last two days of this course are devoted to actual training delivery. During the week you will be provided with a range of training techniques and facilitation skills that you can apply and practise in the delivery of your training session. You will develop your own training material and visual aids, and include a variety of experiential activities.

COURSE METHODOLOGY

During the course, you will work on the production of a training programme or workshop for your own organisation. You are encouraged to bring your own material for the practical assignments, as this will allow for personal feedback and tangible results.

This training course will be partly in English and partly in French, depending on the training needs and language background of the participants.

PARTICIPANTS

Professional and technical staff involved in training programmes and workshops in projects or organisations.



COURSE OUTLINE

Jour 1

Adult learning
Learning styles
The role of the trainer and the Training Cycle

Jour 2

Interactive training methods
Needs assessment and objective setting
Communication and feedback

Jour 3

Interactive training methods
Needs assessment and objective setting
Session design

Jour 4

Dealing with difficult dynamics
Micro-teaching

Jour 5

Micro-teaching
Action planning

