

Training of Trainers (ToT)

Training workshop



Key information

Date	12-16 February, 2018
Course length	5 days
Time	09:30– 17:00
Location	Istanbul
Training language	English
Fees	650\$

About course

A few essential skills in training and group facilitation can go a very long way, helping you to strengthen the capacity of others to deliver results. Whether training is your job or is something you do occasionally, this very practical Training of Trainers will build on your existing skills and increase your confidence to train any audience. Through observation, practise and feedback, you will go beyond PowerPoint to experience a wide range of participatory techniques that will make your training sessions more enjoyable and more successful.

Objectives of the course

By the end of the programme, you will be able to:

- State some key principles of adult learning and describe what they mean in practice
- Adopt a step-by-step approach to designing, delivering and evaluating a training event
- Write learning outcomes based on an analysis of people's needs
- Design a participatory training event, blending different approaches to maximise learning
- Demonstrate a range of training skills, building confidence through practice and feedback
- Develop a simple plan for evaluating the success of your training

Intended audience

This Training of Trainers is intended for:

- Anyone new to a training role in the humanitarian or development sectors
- Anyone who occasionally trains others and wishes to learn the fundamentals of training design and delivery

- Anyone who is already working as a trainer and wishes to enhance their existing skills

Core content areas

- The learning environment
- The adult learner
- The training cycle
- Analysing learning needs
- Writing learning outcomes
- Participatory training techniques
- Facilitating groups
- Designing a training programme
- Developing a training session
- Training delivery
- Evaluating training

Course format

Face-to-Face workshop with plenty of practice, observation and feedback.

Trainer

Stephen Blakemore

Stephen Blakemore has 30 years of experience as a trainer and facilitator. He has designed, led or contributed to a wide range of courses, workshops and conferences in the UK and more than fifty countries around the world. Much of Stephen's work is with humanitarian and development organisations and, in the last few years, he has trained or facilitated events for INGOs including ActionAid, International Rescue Committee (IRC), the Norwegian Refugee Council (NRC) and Oxfam GB. He has also worked with national governments, donors, IFRC and the UN, as well as many non-profit organisations in the UK where he lives.