

ENTRI Training of Trainers Workshop
29 November - 1 December, 2017
Hotel Sirius, Pristina, Kosovo

Programme

Arrival: Wednesday 29 Nov or Friday 1 Dec

Day one - 29 November: Facilitation			
Time	Topic	Session	
8.45-9.00	Registration		
9.00-10:30	Welcome and Introduction	<ul style="list-style-type: none"> • Discuss expectations for the workshop • Know the agenda and reflect on course content • Reflect on “current status” as a trainer and individual objectives • Reflect on in-mission training issues which have to be addressed and can be tackled starting with the ToT • Agree on workshop norms and housekeeping • Know about training venue etc. • Participant introductions 	
10:30-11:00		Break	
11:00 - 12:30	Preparing a training session	<ul style="list-style-type: none"> • How to develop training/learning goals • How to decide on training design / methodology • How and when to include interactive online tools or blended learning • How and why it should be made sure that the audience is considered already in the preparation phase (Learning styles/learning biases) 	<p>Participants know how to gather and consider training participants needs.</p> <p>Participants know how to transfer training participants’ needs into their training.</p>
12:30-13:30		Lunch	Participants know how to work and update training templates of repeatedly held training sessions.
Afternoon (17:00 end)	Preparing a training session Cont’d	<ul style="list-style-type: none"> • Discuss course design methods • Review options for conduction a training needs analysis 	<p>Participants know different types of information and skill transfer and are aware that the type has to correspond with the targeted learning objectives.</p> <p>Participants have tested different training designs and are experienced in using interactive online tools (e.g., mentimeter.com).</p> <p>Participants are aware of the advantages of blended learning.</p>

19:00		Dinner at Liburiana	
Day two - 30 November: Facilitation (cont'd)			
Time	Topic	Session	
9:00-12:30	Presentation Techniques 1	<ul style="list-style-type: none"> Improving our presentation skills (PRACTICE with recording) What presentation tools are out there How to use interactive online tools during training and when is it helpful 	Participants have improved their presentation skills.
12:30 - 13:30		Lunch	Participants have an overview of different presentation tools and how to use them.
13:30-16:00	Presentation Techniques 2	<ul style="list-style-type: none"> How to coach other's to improve their presentation skills PRACTICE : Design and deliver with confidence a timed presentation on a topic relevant to your work, applying enhanced techniques Practice giving and receiving peer feedback in presenting and facilitating training activities 	Participants know when the use of interactive online tools is appropriate during training. Participants practiced coaching in regards to improvement of presentation skills.
16:00-17:00	Informal discussion	Working together, ways we can support training in our organisations (e.g. ENTRi partnering system), Way forward ToT for mission personnel)	
19:00		Dinner at Pishat	

Day three - 1 December: Facilitation (cont'd)			
Time	Topic	Session	
9-12:30	The experiential technique - letting others learn without lecturing	<ul style="list-style-type: none"> Applying experiential approaches to activity design Examine how to make the most of dialogue through facilitation Examples of participatory training activities Identify practical steps for supporting participants in their learning journey during sessions Choose pair for tomorrow's session and pick your topic and pick a time slot 	Participants are aware that traditional presentation mode (Powerpoint) allows only for a little information/skills transfer. Participants are convinced that the experiential approach is more helpful to transfer information/skills.
12:30-13:30		Lunch	
13:30-14:45	Beyond workshops	<ul style="list-style-type: none"> Discussion about training offers that go beyond face-to-face trainings (formal and informal) 	
14:45-15:30	Workshop close and evaluation	<ul style="list-style-type: none"> Review expectations and objectives for the workshop Complete a level 1 evaluation of this workshop <p>Thanks and close</p>	