

Training of Trainers Course

~ *Key Techniques for Effective Learning and Communication* ~

**Berlin, 16th and 17th of January 2012
(2 days)**

You may already be delivering training and presentations, or have done so in the past. Perhaps you want to start. You have an excellent understanding of a topic and your organisation's priorities, yet you also want to develop your training skills, be able to design your approach differently, learn new techniques, or build the confidence needed to conduct your own training sessions. This practical course will give you the skills and self-confidence to capture and hold the trainee's attention and enthusiasm, supply you with creative and dynamic learning methods, and help you improve your communication and presentation skills. inProgress will share with you our unique approach to training which empowers participants to reflect and learn by themselves, and is free of traditional and tired presentation methods such as PowerPoint.

Objectives

After the course, you will be able to:

- Communicate more effectively with increased self-confidence and presence;
- Assess training needs and set learning objectives;
- Increase your knowledge on how to design and facilitate participatory training sessions;
- Deliver content in a logical, simple and engaging manner;
- Use creative and stimulating delivery formats to communicate often dry or complex material in a fun and engaging manner;
- Assess the results of your training.

Course Programme

Time	Day 1 – Designing a Training	Time	Day 2 – You as a Trainer
9:00	Welcome and intro <ul style="list-style-type: none">Objectives & ExpectationsAgenda	9:00	Review and plan <ul style="list-style-type: none">Review of Day 1Structure for Day 2
9:15	<ul style="list-style-type: none">Starting the courseThe way we learn	9:15	<ul style="list-style-type: none">Nonverbal Communication
10:30	Break	10:30	Break
11:00	<ul style="list-style-type: none">Planning the courseKey Learning Points	11:00	<ul style="list-style-type: none">Your own presentation skills (participants give a presentation and get one-to-one feedback)
12:30	Lunch	12:30	Lunch
13:30	<ul style="list-style-type: none">Delivery Methods	13:30	<ul style="list-style-type: none">Your own presentation skills
15:00	Break	15:00	Break
15:30 17:00	<ul style="list-style-type: none">Your training style	15:30 17:00	<ul style="list-style-type: none">Closing the courseQ&A – Wrap up

Participants

The course is suitable for those who are new to training, as well as those with some experience but who want to become more effective trainers, by polishing their performance and learning new techniques.

Methodology

Our approach to training is encapsulated in the saying: “Never teach to participants what they can learn for themselves.”

We run this course as an interactive session with plenty of opportunity for attendees to practice, share, and learn how to handle various training challenges. You will also actively plan a training session, practice your skills in delivering mini-presentations, and receive valuable, targeted feedback. This two-day course is limited to 10 participants to ensure sufficient time to address individual needs and encourage personal development.

About the Trainer

Sonia Herrero is the director of inProgress. She works as trainer and facilitator with over a decade of experience working for both the European Commission and the NGO sector. Throughout her career, she has delivered numerous training courses on a broad array of subjects ranging from human rights and the European Union to Project Management and Proposal Drafting. Since founding inProgress in 2011, Sonia has made the delivery of training courses one of her core activities. She has trained hundreds of people from NGOs and has conducted numerous training of trainers courses.

Practicalities

Place: Berlin

Date: 16th and 17th of January 2012, from 9:00 to 17:30

Venue: to be confirmed



Organiser: inProgress (www.inprogressweb.com)

Fee: 350 Euro (+19% VAT). Rates include all training materials, documents, and refreshments, as well as a subscription to our online forum, where you can find direct follow-up support from our team of trainers and other participants.

Special Discounts:

-Early bird: if you book this training before the 15th of December you will be granted a 10% discount.

-We offer group discounts to members of the same organisation for bookings for the same training course (same date and location).

1st spot - full price

2nd spot - 10% discount

3rd spot and thereafter - 15% discount

If you have a larger number of people with a similar training requirement, you may wish to consider an in-house course. Please note that group discounts cannot be used in conjunction with any other discount.

Also remember that with our **loyalty card** programme, anyone from your organization will be entitled to a **fifth FREE** training for every four events attended.

Registration: Send an e-mail to training@inprogressweb.com. The course will be filled on a first-come, first-served basis up to a maximum of 10 participants. Please sign up early to ensure a space in the training.

