

Training of Trainers Workshop: How to organize and deliver quality training programs

By Clingendael Academy

9-10 November 2017



In partnership with:



Agencija za državnu službu BiH
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Civil Service Agency of B&H

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Day 1: Training coordinators - Thursday 9 November 2017

Target group:

- Program Coordinators / Course developers

Learning goals:

- Setting the right learning goals for training programs
- Improving curriculum designed based on various learning styles of participants
- Strengthening the capacity of organizing curricula, including selecting trainers & lecturers
- Use of digital learning formats in your curricula (e-learning, blended learning)
- How to effectively evaluate & improve the courses

Day schedule:

Time	Topic
09.30 – 10.00	Introduction & getting to know each other
10.00 – 11.00	Different learning styles of participants – how to accommodate this in a curriculum
11.00 – 11.15	Coffee break
11.15 – 12.30	Curriculum design, building modules & training pillars, curriculum organization
12.30 – 13.30	Lunch
13.30 – 14.30	Digital learning formats in curricula – how to make & use digital learning platforms
14.30 – 14.45	Coffee break
14.45 – 16.00	Evaluation & course improvement – Evaluation demonstration



Day 2: Trainers - Friday 10 November 2017

Target group:

- Trainers & teachers

Learning goals:

- Be aware of and adjust to different learning styles of your participants (Kolb learning styles)
- Trainer's training style: student teaching vs. training professionals
- Creating learning goals for a specific training session
- Choosing different learning formats for your training sessions (learning pyramid, didactical approaches, combining knowledge, insights, application)
- Incorporating various trainings forms in your training (debating, case studies, reporting, presenting, etc.)
- Work with various digital tools during trainings (prezi, powerpoint, mentimeter)

Day schedule:

Time	Topic
09.30 – 10.00	Introduction & getting to know each other
10.00 – 10.15	Mentimeter group indication
10.15 – 11.00	Different learning styles of participants – how to accommodate this in your lesson plan
11.00 – 11.15	Coffee break
11.15 – 12.30	Various learning formats & didactical approaches
12.30 – 13.30	Lunch
13.30 – 14.30	Understanding & incorporating different training forms
14.30 – 14.45	Coffee break
14.45 – 16.00	Working with digital tools during your trainings (powerpoint, prezi)