

## Training of trainers for the aid sector

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### PRÉSENTATION

This training course session will provide you with the appropriate methods and tools to design, facilitate and evaluate training activities, in order to develop the professional competencies of your team members and partners. Capacity building has become an essential issue in the humanitarian sector, as it directly contributes to the quality and effectiveness of aid provided to crisis-affected populations.

Our open training courses participants gave them an average score of 3.8/4 in 2020.

[Discover our latest article on training the humanitarian actors in the Middle East. Sandra Perrot, Director of Operations, explains why it is so important for Bioforce to be present in Amman, Beirut and Erbil!](#)

### LES POINTS FORTS DE LA FORMATION

- Group work
- Practical exercices

### EN SUIVANT CETTE FORMATION, VOUS OBTIENDREZ

- An HPass digital badge, a quality label recognised by the humanitarian community (subject to obtaining the average)
- A Bioforce attestation of competence (subject to obtaining the average)

## SKILLS TO BE COVERED

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By attending this open training course, you will know how to design, facilitate, and evaluate training activities. And more specifically, you will know how to:

- Define training objectives and learning outcomes
- Design a training session and design a session plan
- Select and use different training techniques to deliver a training session
- Explain the different types of training evaluation and their specificities
- Analyse one's practice and that of others in order to engage in an ongoing learning process

## TRAINING COURSE PROGRAMME

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**Day 1:** Principles of adult learning, training approaches, methods and techniques

**Day 2:** Role of the trainer, training needs assessment, and drafting training objectives

**Day 3:** Designing a session plan and training materials, and preparation for practical sessions

**Day 4:** Practical sessions delivered by participants

**Day 5:** Practical sessions debriefing, training evaluation, and transfer to the professional context of each participant

## PROFILE

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This training course is for you if you are an aid worker and you wish to develop your skills in designing, delivering and evaluating training activities

## APPLICATION

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### **Step 1: Application**

The deadline for applications is two weeks before the start of a training course. Given the limited number of places for each course, it is preferable to apply as early as possible. If you are receiving support, it is recommended that you apply no later than 3 weeks before the start of the course.

To apply by clicking on the "Register" button below, please have your CV in PDF format. You will then receive an order form to return to us. Your application will be studied once you have completed and returned this order form.

### **Step 2: Pre-registration**

If your application meets the necessary prerequisites, you will receive a pre-registration email. In order to finalize your pre-registration, you will be asked to pay the full amount of the training fees within a given deadline.

If you benefit from a partial or total coverage of the training (by an OPCA or by your employer), the financing agreement will have to stipulate the amount covered by the organisation.

### **Step 3: Registration**

Once the payment of the training fees or the financing agreement of your OPCA is received, you will receive a final registration email, accompanied by a convocation with all the practical details relating to the training.

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