TRAINING OF TRAINERS
The Foundations of Effective Training Design

What will you find in the course?

- 15+ hours of self-paced eLearning.
- 7 comprehensive modules covering the entire training cycle and UNITAR's inclusivity and gender approach.
- Engaging interactive activities, real-world case studies, and spaces for self-reflection to help you apply what you've learned.
- Downloadable resources (templates, toolbox, job aids & learning journal).
- Downloadable summary for each module.
- Access to UNITAR's Gender and Inclusivity Frameworks.
- UNITAR's Online TOT Certificate of Completion.

Learning objectives

At the end of this course, you will be able to:

- Define training and describe the learning principles used for training design.
- Conduct an analysis to assess the desired impact of the training and the desired behaviours, needs and preferences of the learners.
- Formulate learning objectives, and choose instructional methods based on the needs.
- Develop training content and materials that address the learning objectives and the needs.
- Deliver training effectively by leveraging communication and public speaking skills.
- Evaluate the success of training by assessing the reactions, the learning and application outcomes, and the impact results.
- Identify strategies to mainstream inclusion and gender perspective in all phases of the training cycle.

Modules & Content

Module 1 - Learning principles
Definition of learning and training. Roles of a trainer. Adult learning principles. Cognitive load. Adult-learning principles. Training cycle. Effective learning environment. Ground rules. Icebreakers. Energizers**.**

Module 2 - Analysis
Results-Based Training. Four levels of needs assessment. Task analysis. Target audience analysis. Data collection methods.

Module 3- Design
From analysis to design. SMART Learning objectives and multiple levels of complexity. Modes of delivery. Agenda. Learning sequence. Learning strategies. Learning methods. Session plan. Planning the time.

Module 4 - Development
Training materials. Visual aids. Presentation. Flipcharts. Technology.

Module 5 - Implementation
Room setup. Preparing for facilitation. Group management. Intro to communication. Non-verbal communication. Communication blockers. Flow of a training session. Maintain a good level of attention. Debrief techniques. Providing and Receiving feedback. Active listening. Challenging situations. Co-facilitation.

Module 6 - Evaluation
Results-Based Training and the four levels of evaluation. Level II-evaluation. Level I-evaluation.

Module 7 - Inclusivity & Gender
Inclusivity & Training. Intersectionality. Gender & Training. Discrimination. Gender perspective in analysis. Burton's theory of Human Needs. Inclusive and Gender-Responsive training Design. Unconscious biases. Level I and II evaluation following an intersectional approach.

Link to the course