



Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından finanse edilmektedir.

IPA II
(2014 - 2020)

**Training Agenda
ToT Ankara
December, 2017**

*Ministry for EU Affairs
Technical Assistance for IPA II
(2014-2020)*



1.1. Learning objectives

Name of the trainer: Wim Vogelaere	Date: 18 th to 22 nd of December 2017
Overall training goal	
1. The overall aim is to train the selected participants to become more experienced trainers and give them the chance to practice on the spot.	
Learning objectives: More specifically the course will provide the participants with the opportunities to:	
1. Understand better the concept of adult learning,	
2. Understand the different learning styles and the impact on your own trainer style	
3. Improve the knowledge of planning a training course: <ul style="list-style-type: none">- Training needs assessment,- Setting the Aims and Objectives,- Designing a training course,- Prepare training support material,- Implement a training course,- Evaluate a training course in line with the objectives,- The follow up	
4. Develop facilitation and presentation skills	
5. Experience and understand different training methods and presentation techniques and to know how and when to use them	
6. Gain practical experience by running a short training session or presentation	
7. Learn from the other participants through their presentations	
8. Gain practical experience by giving and receiving feedback	
9. Experience and reflect upon different methods to review learning	
10. Self-asses own training skills and understand what skills, knowledge and attitudes need further development.	

1.2. Training Agenda

Training Agenda		
Day 1: Monday 18.12.2017		
Sessions	Topic	Methodology
09:30 – 11:00	Welcome Introduction to the training Training programme overview Introduction of the participants	Presentation
11:00 – 11:15	Coffee Break	
11:15 – 12:15	Presentation of the participants	Presentation exercise
12:00 – 12:30	Debriefing of the presentations	Debriefing + Q&A
12:30 – 13:30	Lunch break	
13:30 – 14:15	Adult Learning	Presentation
14:15 – 14:45	Learning Styles	Personal test, presentation + Q&A
14:45 – 15:00	Coffee Break	
15:00 – 16:00	Planning of a training course Training cycle & Training needs	Presentation
16:00 – 16:30	Personal Self assesment on learning Plenary learning review	Reviewing exercise Q&A
16:30	End of the day	

Day 2: Tuesday 19.12.2017

Sessions	Topic	Methodology
09:30 – 10:00	Intro of the day Reviewing day 1	Presentation Q&A
10:00 – 11:00	From Training Aims and Objectives to training design	Presentation Exercise
11:00 – -11:15	Coffee Break	
11:15 – 12:30	Training styles and techniques: The different training approaches	Presentation
12:30 – 13:30	Lunch break	
13:30 – 14:45	Training techniques: Group Dynamics and group management.	Exercises Presentation Q&A
14:45 – 15:00	Coffee Break	
15:00 – 16:00	Methodology: The objectives of different methods	Presentation Exercises Q&A
16:00 – 16:30	Personal Self assesment on learning Plenary learning review	Reviewing excercise Q&A
16:30	End of the day	

Day 3: Wednesday 20.12.2017

Sessions	Topic	Methodology
09:30 – 10:00	Intro of the day Reviewing day 2	Presentation Q&A
10:00 – 11:00	Facilitation and presentation skills: Public speaking focussed on a presentation	Presentation
10:00 – 11:15	Coffee Break	
11:15 – 12:30	Public speaking: Focussed on running a training session	Exercises
12:30 – 13:30	Lunch break	
13:30 – 14:45	Presentation Techniques and aids Visual Aids	Presentation Group discussion
14:45 – 15:00	Coffee Break	
15:00 – 16:30	Personal Self assesment on learning Plenary learning review	Reviewing excercise Q&A
16:30	End of the training course	

Day 4: Thursday 21.12.2017

Sessions	Topic	Methodology
09:30 – 10:00	Intro of the day Review of day 1	Presentation Q&A
10:00 – 11:00	Training support material Training agenda, programme, hand outs, etc.	Presentation
11:00 – 11:15	Coffe Break	
11:15 – 12:30	Feedback: How to give and how to receive feedback.	Presentation & Exercises
12:30 – 13:30	Lunch break	
13:30 – 14:45	Evaluation and follow up of a training course Including evaluation and final report	Presentation
14:45 – 15:00	Coffee Break	
15:00 – 16:30	Start of the mini training sessions run by the trainees (4 sessions)	Presentations 10' training session / trainee + 10' debriefing
16:30	End of the day	

Day 5: Friday 22.12.2017

Sessions	Topic	Methodology
09:30 – 9:40	Introduction of the day	Presentation
09:40 – 10:45	Mini training sessions run by the trainees (3 sessions)	Presentations 10' training session / trainee + 10' debriefing
11:00 – 11:15	Coffee Break	
11:15 – 12:30	Mini training sessions run by the trainees (4 sessions)	Presentations 10' training session / trainee + 10' debriefing
12:30 – 13:30	Lunch break	
13:30 – 14:45	Mini training sessions run by the trainees (4 sessions)	Presentations 10' training session / trainee + 10' debriefing
14:45 – 15:00	Coffee break	
15:00 – 16:30	Self assesment about personal performance Evaluation of the training course Closier of the course	Self assesment form Written and oral evaluation
16:30	End of the day	

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