



International Training of Trainers Forum



www.itcilo.org

About the International Training of Trainers Forum

The ITC-ILO has delivered Training of Trainers services since its creation in 1965. Since 2000 the organization has a specialized unit dealing with learning methodology and technology (DELTA), which has developed a comprehensive set of practices, tools and learning modules related to the training of trainers.

This international training of trainers forum comprises a 1) three days generic training of trainers and 2) seven days specialist training of trainers concerning ILO training packages on aspects of entrepreneur and enterprise development.

1. The generic training of trainers (TOT)

This three day TOT workshop incorporates the different instructional parameters (analysis, design, development, implementation and evaluation) with an emphasis on design and participative delivery.

Objectives

By the end of the generic TOT workshop participants will have:

- Examined the learning and training cycle;
- Identified approaches in designing learner-centred activities;
- Practised using participatory facilitation approaches;
- Discussed the importance of evaluation and apply the different levels of evaluation;
- Reflected on the development of team spirit and a community of practice.

Content

The training of trainers will cover the following topics:

- defining learning and training and the characteristics of adult learning styles;
- learning needs analysis - the learning management cycle: from needs analysis to evaluation;
- get started as trainer: coaching, managing a group of learners;
- knowledge sharing techniques;
- facilitation skills;
- action-oriented learner-centred training;
- writing your own “Trainer’s Manual”;
- participatory instructional design;
- the different phases of evaluation.

Format

The training will consist in a three day face-to-face workshop, facilitated by two expert trainers from ITC-ILO. To fine tune the needs of the participants and the design of the programme a preliminary needs analysis will be conducted through an on-line survey. A short introductory screencast will be sent to the participants with some preparatory tasks. The workshop will be supported by learning material (articles, links, multimedia) and tools that will be made available to each participant on a USB key.

Participants will compose their individual “Trainer’s Manual/Toolbox” to ensure the applicability of their learning and the achievement of concrete results.

Considering the objectives of the workshop, it will focus on participatory action-oriented learning. Participants will have the opportunity to share experience and knowledge.

Target group

Training specialists, learning facilitators and managers, master trainers, educators and other professionals who provide training.

Dates and venue

ITC-ILO. Turin. 12-14/11/2012

Language

English

2. Elective Courses



KAB - Know About Business (www.knowaboutbusiness.org)

Objectives

Know about business is an entrepreneurship education programme that seeks to introduce young women and men to the world of business and entrepreneurship. The ILO sees entrepreneurship as a means to create decent and productive work, while recognizing that for youth in particular, the development of entrepreneurial skills can

also contribute to their capacity to access employment opportunities.

The specific objectives of the KAB programme can be summarized as the following:

- Develop positive attitudes towards sustainable enterprise, self-employment and social entrepreneurship.
- Create awareness of enterprise and self-employment as a career option for young people.
- Provide knowledge and practice about the desirable attributes for starting and operating a successful enterprise.
- Prepare students to become better employees through improved understanding of business.
- Young people educated with KAB will have a positive approach to entrepreneurship and will be more inclined to create their own business.

Target group

The KAB package directly targets educators in technical and vocational education and training institutions (TVET) and in general secondary education (SE), both in public and private sector institutions.

The most visible beneficiaries of KAB are usually students and trainees in TVET and secondary education institutions.

The package

The KAB package is designed to provide teachers and trainers with materials and session plans for a 80 to 120-hour course which is implemented in sessions over the course of the school year. The package consists of a Facilitator's Guide, a Learner Workbook and 9 modules.



My.COOP
(www.agriculture-my.coop)

Objectives

My.COOP stands for Managing your agricultural cooperative. It is a training package that aims to strengthen the management of agricultural cooperatives so that they can offer high quality, efficient and effective services to their members.

The objective of this training material is to enable (existing and potential) managers of agricultural cooperatives to identify and address major management challenges that are specific to cooperatives in market oriented agricultural development. Cooperatives may find themselves stretched between (at times conflicting) members' interests, business opportunities and social considerations. Within such context cooperative managers should ensure sound decision-making on service provision for services that are common to many agricultural cooperatives, including supply of farm inputs and marketing.

Target group

Direct beneficiaries: Trainers of cooperatives, managers of agricultural cooperatives, and members involved in managerial tasks.

The package

The training package consists of a trainer's manual, 4 Modules, and a mobile learning toolkit. The Trainer's Manual contains a series of learning activities for each Module and a sample training programme. The Modules address a wide range of topics, such as: basics of agricultural cooperatives, cooperative service provision, supply of farm inputs, cooperative marketing.



Value Chain Development for Decent Work: Reaching Scale, Fostering Sustainability and Promoting Equity

Objectives

Through value chain development programs, practitioners empower small enterprises (SEs) to sell to more stable, higher volume or higher value markets. This occurs by linking SEs with the range of businesses in the value chain and with support service providers and other stakeholders to increase the competitiveness of the industry and increase the benefits for low-income SEs.

By the end of the course, participants will be able to understand the principles of Value Chain Development for decent work reaching scale and inclusiveness; share knowledge with partners and stakeholders about Value Chain Development principles and applications; exchange experiences with Value Chain Development practitioners and be part of a peer network; contribute to the design and implementation of market driven value chain development projects using a participatory approach.

Target group

This package is addressed to actors/professionals wanting to develop training skills as trainers for the following practitioners:

- Experienced development practitioners – managers or technical staff - new to value chain development who wish to acquire an overview of the process as well as some basic implementation skills.
- Less experienced development practitioners with undergraduate degrees in business, economics, regional planning, or environmental management; from technical fields such as agronomy or engineering; from social fields such as political science or social services.
- Senior managers, funders, donor agency staff who will be overseeing value chain development initiatives and seek deeper understanding of their functioning.
- Practitioners from the field of microfinance or rural finance; from gender, community development or health and social services; from environmental sustainability or emergency assistance, and who are seeking to partner with value chain development initiatives.

The package

The package is structured in core modules and elective modules.



Women's
Entrepreneurship
Development

Gender Strategies for Value Chain Development (GSVCD)

Objectives

This training aims to equip participants to devise gender strategies for value chain development that enhance empowerment and incomes for all stakeholder groups, especially the poorest women: women and men in households, enterprise owners (large to micro) and workers while:

- leveraging markets and social networks to achieve sustainability and scale of such impacts, thereby
- contributing to wider economic and social development.

Target group

The training and the accompanying guide are aimed at SME development practitioners working on value chain analysis, namely:

- Those involved in VCA who are looking for ways to improve the accuracy, relevance and usefulness of their work and subsequent policy recommendations.
- Those involved in VCA who want to ensure that their work leads to recommendations which empower rather than disadvantage women - and hence boost

employment creation, economic growth and poverty reduction.

The training is intended for those who already have a good working knowledge of value chain analysis, as the training only recaps basic value chain analysis methodologies.

The package

The training package consists in a training manual supplemented by the GSVCA guide.

The training manual is divided into five modules:

- Module 1: What are we aiming for? Gender vision and business case
- Module 2: What needs to change for whom? Scoping the process
- Module 3: How will we implement change? Modelling sustainability and market uptake of solutions
- Module 4: How will we catalyse change? Planning the intervention and participatory process
- Module 5: How will we get buy-in? Communicating the Plan

Women's Entrepreneurship Development - Capacity Development Programme

Objectives

The overall aim of this programme is to increase the quality provision of development for women entrepreneurs by formally recognising and accrediting participants and equipping them with the materials to provide WED capacity Building initiatives.

This package aims to help address some of the existing inequalities by helping to identify and remove some of the obstacles that are particularly faced by women entrepreneurs. . It also examines the issues of access and control of finance and business decisions and explores how women entrepreneurs can find the right support when they need it.

Target group

The target groups for this programme are trainers, business advisors and other's engaged in business development services such as BDS providers with the knowledge, concepts and skills on how to better support women owned micro and small businesses with growth potential. The programme is open to

Individuals or organizations working with women entrepreneurs. Despite the advances that have been made in gender equality there is still a massive task ahead to reach the target of equality for women and men in world of work and business. This is evident in both employment and business ownership.

The package

The broad contents of this programme include: challenges for women entrepreneurs, sustainable enterprise development & social enterprises, demand led approaches to BDS, and designing services for women entrepreneurs. Improving the business Environment for WED, access to finance, the role of women's business associations in supporting WED, and creating partnerships and strategic alliances are also covered, along with measuring client satisfaction and action planning. The programme is based on competences and is highly participative. The facilitators will utilise small group work, plenary discussions, short presentations and role plays.

Upon successful completion of this programme, participants will receive accredited trainer status for Women's Entrepreneurship Development initiatives.

Dates and venue

ITC-ILO. Turin. 15-23/11/2012

Language

English

Costs

Option 1

Three days generic Training of Trainers (TOT) workshop
1600 EURO per participant comprising:

- tuition fees (**1200 EURO**)
covering training material, course preparation, implementation and certification
- subsistence costs (**400 EURO**)
including full board and lodging at the training venue

Option 2

Two weeks course **3250 EURO** per participant comprising:

- tuition fees (**1920 EURO**)
covering training material, course preparation, implementation and certification
- subsistence costs (**1330 EURO**)
including full board and lodging at the training venue



The ILO Turin Centre's facilities

Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

- It contains 21 pavilions with fully equipped modern classrooms, conference halls and meeting rooms fitted out for multilingual simultaneous interpretation, and a computerized documentation centre linked to various data banks.

The campus has 287 study/bedrooms, all with private bathroom, telephone, free access to internet and cable television. It also has:

- a reception desk open 24 hours a day;
- a restaurant, a self-service canteen and a coffee lounge, all catering for international dietary needs;
- a bank;

- a travel agency;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
- facilities for outdoor and indoor sports;
- medical service.

Social events are regularly held both on and off campus, so that participants from different cultural backgrounds can make the most of a stimulating international environment.

For further information, please contact

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