Training of Trainers - The Foundations of Effective Training Design - eLearning Course

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⬛⬛⬛⬛ : 15 12⬛ 2023

⬛⬛ :	Course
⬛⬛ :	Web-based
⬛⬛ :	1 3⬛ 2023 to 31 12⬛ 2024
⬛⬛ :	2 Days
⬛⬛⬛⬛ :	Other
⬛⬛ :	https://learningsolutions.unitar.org
⬛⬛ :	US$500.00
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In today's constantly evolving world, the ability to design and deliver high-quality training events is a crucial skill for professionals in all sectors. UNITAR's Training of Trainers (TOT) course provides learners with a comprehensive introduction to UNITAR's principles-based approach to training and learning design.

At the end of the course, you will be equipped with the knowledge necessary to design and implement effective and impactful training events. You will gain a

deep understanding of UNITAR's unique approach to training design, which is grounded in principles of adult learning theory and the Sustainable Development Goals (SDGs).

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This course will prepare you for designing training events that are tailored to the needs of your target audience and that are focused on achieving real-world outcomes. You will also gain valuable insights into the latest trends and best practices in training design and delivery, and will be able to apply these insights in your own work.

Overall, the TOT course is an essential resource for anyone who wants to improve their training skills and contribute to achieving the SDGs. Whether you are an individual seeking to upskill yourself or an institution looking to upskill your team, the TOT course is an opportunity to further your professional development and make a positive impact on the world.

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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.

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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.

The course uses a combination of theory and practice covering each stage of the analysis, design, implementation and evaluation phases of training, as well as inclusive and gender-sensitive training design.

This is a self-paced e-learning course, which means that you can follow the course at your own pace and access it at times that suit you. It includes conceptual summaries, interactive exercises, practice activities, reflection questions, case studies and visual aids to create an engaging and impactful learning experience.

The course is suitable for trainers, educators, learning specialists, and facilitators who want to learn and apply UNITAR's approach to training design in their work. It is also for leaders and professionals, who wish to design and implement effective and high-quality training events, including professionals working towards the achievement of the Sustainable Development Goals (SDGs) who wish to improve their training skills. In addition, anyone interested in discovering UNITAR's unique approach to training, regardless of their professional background, can benefit from this course.

Institutions and organisations that want to upskill their teams, collaborators, or beneficiaries in training can also benefit from this course. If you're interested in exploring how the TOT course can benefit your organisation, including pricing and different group options, you can contact UNITAR at *learning.solutions [at] unitar.org (learning[dot]solutions[at]unitar[dot]org)*.

What is the registration period?

Registrations are open every year from the beginning of January until the end of September. A new registration period starts at the beginning of January every year.

Do I need to have previous experience as a trainer?

Previous experience as a trainer is **not** required. This course will serve as a basis if you are interested in becoming a trainer.

<u>If I am a trainer and have experience in designing and delivering training courses, is this course for me?</u>

If you are a trainer already, this course may be interesting for you to familiarize yourself with UNITAR's approach to training. To see if the course might offer any added value to your existing set of knowledge and skills, we advise that you take a look at the detailed learning objectives in the course flyer (available on the [course landing page](#)), to make an informed decision.

<u>How long will it take me to complete the course?</u>

The course requires approximately 12-15 hours of learning. This is only an estimate based on an average, so the time may vary from learner to learner. You can pause your learning at any time and your progress will be saved so that you can resume later.

<u>What do I need to take the course?</u>

To take this course you need a computer, laptop, tablet or mobile phone. The rest of the necessary material can be downloaded from the course. If you wish, you can have a notebook and pen at hand to take notes.

<u>Can I access the course offline?</u>

The course is accessible offline. You will need to be connected to the internet once to download the course to your device and then you can enjoy it offline at any time! At the beginning of the course, you will find a practical guide that will guide you through each step of downloading the modules and accessing them offline.

<u>Which devices and browsers are compatible with this course?</u>

Our course can be accessed from a computer (using the latest version of Google Chrome, Microsoft Edge, Firefox, or Safari), or from a mobile phone (using the latest version of Safari or Google Chrome).

For offline usage, you will need a smartphone (IOS 11.9 or later, Android 5.1 or later) with at least 100-150 MB of storage available.

<u>Does this course have a certificate?</u>

Yes, the course has a UNITAR Online Certificate of Completion. To receive it you will need to pass the final quiz at the end of the course with a minimum grade of 70%. You will have a total of 5 attempts and you will not be timed. After each attempt, you will receive feedback on which answers were correct and incorrect.

Does this course have a refund policy?

At the moment we are not able to offer refunds.

Once I make the payment, for how long will I be able to access the content?

You will have access to the course content for one-year minimum. During this period you can download all available materials, including our Training of Trainers toolbox as well as job aids and templates that are shared in the various modules.