UNITAR Foundational Training of Trainers Online Course [EN_TOT2021]

Peace

Deadline: 31 Dec 2021

Type: Course
Location: Web Based
Date: 1 Jan 2021 to 31 Dec 2021
Duration of event: 6 Weeks
Programme Area: Training methodology
Specific Target Audience: No
Website: https://unitar.org/sustainable-development-goals/peace
Price: No Fee
Event Focal Point Email: learning.solutions@unitar.org

EVENT OBJECTIVES

The course provides foundational knowledge about adult learning and training principles. Throughout the course, the participants will discover the methodology that forms the foundation to design, implement and evaluate human-centred and impactful training events.

LEARNING OBJECTIVES

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

- Define what is training and what are the most important learning principles used for training design
- Explain the methods that allow defining what gap training should fill and explain what content training should cover to accurately answer the needs
- Explain how to design and plan training based on the needs analysis and how to create learning objectives that are tailored to the needs
- Explain how to develop training effectively and produce content that supports the learning objectives
- Formulate and explain best practices about the delivery of training taking into consideration the specificity and the needs of the audience
- Explain the role of evaluation and how to evaluate training on different levels
CONTENT AND STRUCTURE

The course is composed of 6 modules.

Module 1: Learning Principles

Topics: Define training and role of trainer; How and where does learning occur; How do adults learn; The cognitive load; Adult-learning principles; Training cycle; Results-based learning; Training approaches; Learning styles (Average retention rate); Effective learning environment (Maslow Pyramid, Comfort zone model; Table setting); Ground rules; Icebreakers; Energizers.

Module 2: Content

Topics: Result-based learning; Three levels of needs assessment; Task analysis; Target audience analysis; Data collection methods;

Module 3: Design

Topics: From analysis to design; SMART Learning objectives and multiple levels of complexity; Learning package; Modes of delivery; Agenda; Learning sequence; Learning strategies; Learning methods; Session plan

Module 4: Development

Topics: Learning materials; Moderation cards; Visual aids; Presentation; Flipcharts

Module 5: Delivery

Topics: Adult-learning principles; Group dynamics; Facilitation flow; Intro to communication; Verbal, para-verbal and non-verbal communication; Communication blockers; Delivering engaging presentations; Keep a good level of attention; Debrief techniques (Asking good question); Providing feedback; Receiving feedback; Active listening; Class management; Check-ins; Learning journal; Facilitating difficult audiences; Co-facilitation; Time management; Preparing for facilitation

Module 6: Evaluation

Topics: Result-based learning; Evaluation levels; Level II-evaluation; Level I-evaluation; Formative assessment; Summative assessment; Pre- and post-tests; Writing a course report; Preparation

TARGETED AUDIENCE

This course is not open to the public and is only open to UNITAR’s Division for Peace identified beneficiaries who have been personally invited to take the course. Once the application is submitted, the event manager will review it and grant access to the course.