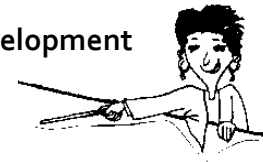


Week 1: August 01-05, 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 12.30	Getting to know each other <ul style="list-style-type: none"> • Presentation of participants • Objectives, expectations and agenda • Introduction of "special jobs" • Inventory of participants previous experiences (individual and group work) • Short introduction to SLE 	Theoretical background "Learning" <ul style="list-style-type: none"> • Adult education • Didactic models • Accelerated/active learning • Learning styles • Multichannel learning • Brain and learning • Guiding principals 	From topics to content: how to design a training event <ul style="list-style-type: none"> • Ingredients of good trainings • Terms of reference and training needs assessments • Learning objectives • Steps for designing a training • Introduction of training plans 	Methods and techniques I <ul style="list-style-type: none"> • How to get started • The role of energizers • Different kinds of brainstorming • How to organize group work • Different approaches for presentation of inputs 	Methods and techniques III <ul style="list-style-type: none"> • Bigger formats: Games, simulations, case studies • Different ways to finalize trainings • Evaluation of trainings • Evaluation of the week
LUNCH BREAK 12.30-13.30					
13.30 - 17.00	The trainer: competences, styles and personalities <ul style="list-style-type: none"> • Definitions • Competences: knowledge, skills and attitudes • Belbin-Group Roles: an self-assessment 	Visualization <ul style="list-style-type: none"> • Material • Letters and graphics • Design of flipcharts • Visual facilitation • Exercises 	Case studies I <ul style="list-style-type: none"> • Formation of 5-6 case study groups • First brainstorming on context, objectives, topics, general approach 	Methods and techniques II <ul style="list-style-type: none"> • Continue experimenting with different methods and techniques Group Discussion with experienced professional trainers from Berlin about challenges and good practices in training	Space for individual work on case studies



Week 2: August 09-12, 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 12.30	Didactical material <ul style="list-style-type: none"> • How to produce didactical material for trainings • Handouts • Review of training books and other sources 	Group dynamics in trainings <ul style="list-style-type: none"> • Some theory and exercises 	Practice day I <ul style="list-style-type: none"> • Presentation of group work on case studies • Practical exercise conducted by groups • Feedback on exercises 	Theatre games and exercises in training practice N.N. (tbc) <ul style="list-style-type: none"> • Introduction to Augusto Boal's approach of playful interaction (movements and theatrical dialogues) for reflection and transformation in the context of trainings. 	Conclusions <ul style="list-style-type: none"> • Review and summary (exercises) • Next steps • Evaluation • How do we stay in touch?
LUNCH BREAK 12.30-13.30					
13.30 - 17.00	Case studies II <ul style="list-style-type: none"> • Continuation of group works on concrete training proposals 	Case studies III <ul style="list-style-type: none"> • Continuation of group works on concrete training proposals 	Practice day II <ul style="list-style-type: none"> • Presentation of group work on case studies • Practical exercise conducted by groups • Feedback on exercises 	This and that <ul style="list-style-type: none"> • Space for discussion of open questions • Space for special contributions of participants (to be defined) 	Closing and certificates