

IZVJEŠĆE S TEČAJA: Train the Trainer

Palermo, Italy: 5th – 9th July 2021



The aim of this report is to outline the different possible training methods and scenarios that were presented at the Train the Trainer program in Palermo.

Coaching

- Task orientated, focus on concrete issues, short term
- Requires content expert (coach), to enhance current skills or learn new ones
- Competency assessment tools

Mentoring

- Relationship Orientated – sharing in a safe environment
- Long Term – giving time to establish the relationship and build trust
- Development driven. Its purpose is to develop the individual not only for their current job, but also for the future
- Requires a design phase in order to determine the strategic purpose for mentoring, the focus areas of the relationship, the specific mentoring models, and the specific components

Training

- Led by a presenter. However, a presenter is not always a trainer
- The “other side” comes to the occasion prepared or expecting to learn
- Focus on the subject matter
- A trainer typically has more knowledge than the audience on the given topic
- Identifying needs

Facilitation

- The definition of facilitate is “to make easy” or “ease a process.” The facilitator is not the same as a presenter or trainer
- To plan, guide and manage a group event to ensure that the group’s objectives are effectively met, with clear thinking, good participation and full buy-in from everyone involved.
- Focus on both the subject matter and the process and how it should be taught from a learner-centered perspective
- The facilitator does not necessarily know more than the “other side.”

The trainer

As a trainer, you must have clear objectives, goals and reasoning behind all of it. There are a few issues to consider. Defining goals and objectives serve as the foundation for the development of the

program, it helps in planning a logical chain of activities that will take place during the course of the training and lays the foundation for the assessment effectiveness of the training. It helps the trainer establish a rapport with the participants, giving the opportunity to correlate the expectations of the participants with the program of the training. Clear goals allow the trainer to focus his attention on the participants during the training, rather than on the subject of the training (provide the trainer with flexibility regarding achieving the desired goal). Too many objectives should not be defined!



Problematic participants

Occasionally, groups have certain problematic participants and can obstruct the flow of the sessions. This can also hinder the learning process of the participants. These problematic participants can be: -the over-talker, the non-talker, the tangent-starter, the insensitive participant, the private meeting, the mobile-phone addict...

The main tip is to set strong ground rules at the start and keep them busy.



Conclusion

To summarize, the definitions and situations mentioned above are all matters to consider when organizing or holding a training session. Having clear goals along with group ground rules can only help the participants feel comfortable, making them feel fulfilled and satisfied. The program gave clear guidelines for existing or future trainers.