



TRAINING FOR TRAINERS COURSE



EVRECA!

European Volunteers for Response of Emergencies in the Caribbean

HOW TO ORGANIZE A LESSON



Teaching methods

1. Presentation (lecture)

- presentation is an activity aimed to transmitting information, facts, theories or principles. forms of presentation may vary from unilateral presentations to indirect involvement of participants through questions and discussion. Because of the content, presentation depends by the tainer, unlike others techniques.



Uses

- introducing a new topic
- providing abstracts and summaries
- transmission of facts and statistics
- responding to a large group



Benefits

- Covers a wider subject in a short time
- Effective for large groups
- Can be adapted to any type of group



2. Brainstorming

- technique for gathering and verifying information, stimulating creativity, openness of communication



Uses

- Transmission of information
- Checking information of the participants
- Conclusion
- Opening an activity
- Open a communication
- Survey of attitudes and behaviors
- Stimulating creativity



Benefits

- Provides a safe environment for the expression of opinions and information
- Not limited to expressing opinions or views of individual
- Involve group decision
- Expand the vision on the theme





3. Questionnaire

- Participants answer questions from a questionnaire



Uses

- Transmission of information
- Awareness of own attitudes
- Participants can collaborate in finding answers
- It can assess the level of knowledge
- It can probe attitudes and behaviors



Benefits

- Effective method for information
- Depending on how it can foster communication and collaboration in team



4. Case Study

- The case study is an analysis of a hypothetical situation in which participants identify options for action and make decisions according to their own system of values, opinions and feelings about both the situation and the content that they have learned during training course.



Uses

- Discussing common problems in a given situation
- Promote group discussions
- Troubleshooting and exchange of views in group
- Developing the ability to solve various problems



Benefits

- Are hypothetical situations that do not involve personal risks
- Increase motivation of the participants to solve problem from a common approach
- Increasing involvement of participants
- Plays an important role in increasing group cohesion





5. Role Play

- Two or more people playing roles in a default scenario



Uses

- Change in attitude
- Allows participants to realize the consequences of certain behaviors over others
- Allows operation of alternative approaches to real situations
- Offers participants the opportunity to put in someone else's skin



Benefits

- Stimulating and fun
- provides a safe environment in which participants can explore problems which they can tackle daily life
- Participants experience the different attitudes and values statement



6. Simulation

- Simulation is a staging of situations similar to those in real life. They play a situation, not a character. simulating the situation retains individuality, value, attitudes, etc.



Uses

- Allows participants experiencing similar situations with real, in a safe environment
- Participantilor provides an opportunity to examine the consequences of their attitudes and behaviors in given situations
- Method of application of knowledge, skills development and examination of attitudes, in the context of learning situations given



Benefits

- Participants are offered the chance to learn from their own behavior and the reactions of others before they experience a real situation
- Increase the involvement of participants
- Immediate feedback





7. Demonstration

Presenting of a technique by efective work



Uses

- Learning some techniques or some specific ability
- Practice some skills with the help of some techniques (audio – video)



Benefits

- Easily focus participants attention
- Show practical applications of the method
- Increase involvement of participants by participating in the testing method





8. Forced Choice

- Is a technique for expressing views, and attitudes towards a certain idea or situation given



Uses

- Opening a communication
- Prospect attitudes and behaviors
- Participants are given the opportunity to explore their own values
- Stimulate dialogue between participants



Benefits

- Allows the participants to be aware their own attitudes that they have to certain controversial issues
- Moderator get in touch with the views and values of the group
- Favors argument of value of their opinions / values
- Require practice of communication skills





9. Working with flyers

- represent an effective working material in the transmission of information theory and statistics



Uses

- Introduce participants a new topic
- Providing information on some specific

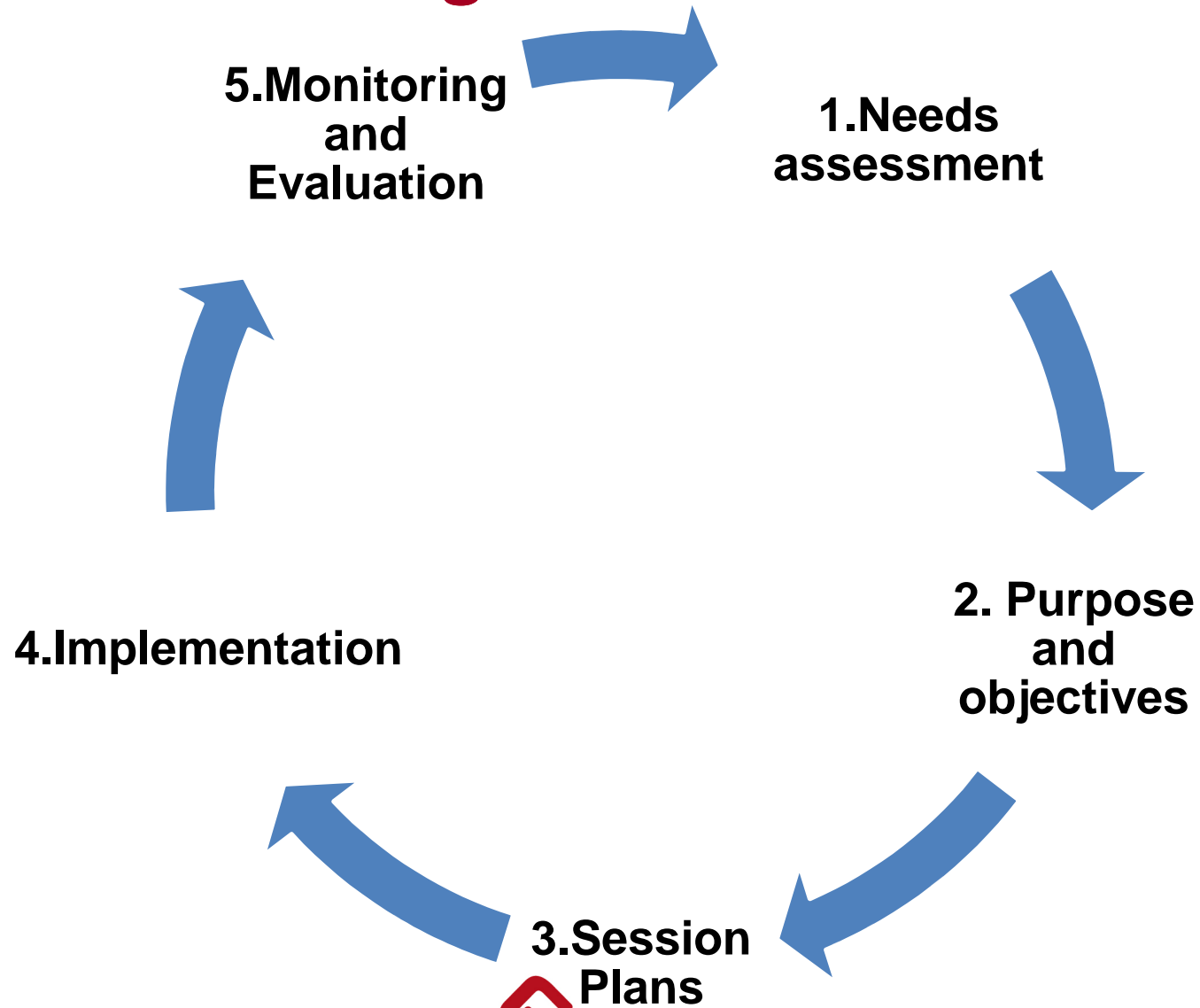


Benefits

- Covers long material in a short time
- May precede practical training techniques
- Can be used as a basis for discussion
- High addressability



5 steps for a training



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1. Needs assessment

Needs assessment is a process of identifying the needs in a given situation, in this case, what the participants should learn in a workshop.



2. Purpose and Objectives

What is a purpose?

➤ Purpose is a statement expressing a general target

➤ Purpose are like stars... we trying to follow them

But rarely we touch them






Why?

- goals provides a coherent and print training one direction

How?

- think about what you want to see at the end of training





What is a objective?

- A specific objective is a statement that expresses what the participant should be able to do to demonstrate that he or she has mastered the knowledge, attitudes and skills required to perform a task.





Each objective must be :

- **Specific** – indicate exactly what the participant will make
- **Measurable** – contine termeni cantitativi (numbers)
- **Attainable** – can be fulfilled by the participant
- **Relevant** – are relevant for activities
- **Time Bound** - indicate the time period necessary to fulfill



Why?

- combine training course content with knowledge, skills and attitudes
- cause the planning and implementation of training to be well focused efficient and effective
- Show the standards used to evaluate the training





How?

➤ Make a task list



3. Session Plans

Plans are written instructions of sessions training. They describe in detail how the training will be and is based on the tasks that participants have to learn.





Make a session plan

- Objective of the session
- How much time do you need for each objective
- Teaching mode
- Resources
- Techniques for evaluation



4. Implementation

Methods and training materials are techniques and resources that they use to deliver their trainer and workshop participants to transfer new knowledge, skills and attitudes





Flipchart

Models

Posters

Pictures

Videoprojector

Videos



5. Monitoring and Evaluation

Monitoring and evaluation are processes of gathering and analyzing information to assess the effectiveness of the training workshop





Why?

- to improve the quality of training and workshop to check if participants have mastered the knowledge, skills and attitudes required in specific activity



FORMULAR PENTRU PLANUL SESIUNII CURSULUI DE – Pregătire pentru dezastre pentru familii

Trainer: Apostu George-Ciprian

Title of the Session:				
Objective of the session: 1. Knowing the essentials information of the six types of disasters 2. Understanding the P.O.A. 3. Making an P.O.A. and a basic kit for emergencies				
Time	Subject	Teaching Mode	Resources	Evaluation
15 minutes	<ul style="list-style-type: none"> • Presentation of the trainer and participants • Presentation of objectives • Expectations of participants 	<ul style="list-style-type: none"> • Lecture (presentation / course objectives) • icebreaking (Introductions + expectations) 	<ul style="list-style-type: none"> • Screen • Projector • A ball 	
30 minutes	<ul style="list-style-type: none"> • Hazard, Disaster and Vulnerability • Specificity disasters before, during and after (earthquakes, floods, landslides, heat, fire, heavy snowfall) 	<ul style="list-style-type: none"> • Lecture (specific disaster information delivery) • Brainstorming (collecting information about the six disasters) 	<ul style="list-style-type: none"> • Screen • Projector • Flipchart • Marker 	
30 minutes	<ul style="list-style-type: none"> • Family Family Disaster Plan • Basic kit for emergencies 	<ul style="list-style-type: none"> • Lecture (Presentation of a model concrete plan and present a basic kit) • Brainstorming (making a plan and a customized kits) 	<ul style="list-style-type: none"> • Screen • Projector • Flipchart • Marker • Support ongoing 	
15 minute				<ul style="list-style-type: none"> • Questionnaire • Feedback

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