How to organize a training course
Agenda

• What is a training course
• Planning a training course
• Feedback and results
• Practice
What is a training course

• A training course is a path through a matter, aimed to give some new knowledge to the participants
The elements

Operations
the lessons / exercises

Resources and timing
- How many hours
- How many trainers
- When
- Meteo (if outdoor)
  ...

Logistics
- Venues
- Materials (flipcharts..)
- Meals & Accommodations
- Internet Connections
  ...

Admin & Finance
- Costs
- Trainers CV
- Syllabi
- Feedback
  ...

Training audience
Step 1

- Define the goal of the training course
- Define the specific objectives
- Identify the target
Step 2

• Identify the Faculty or the Trainers

• Identify an Organizational Committee
Step 3

- Meeting with the Faculty or the Trainers
  - identify their needs
  - acquire their requests
  - harmonize their lessons
  - evaluate the course feasibility
## Course plan

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Time (hours)</th>
<th>Responsible</th>
<th>Aim</th>
<th>Methodology</th>
<th>Materials</th>
<th>Venues / Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. how to organize a training course</td>
<td>3</td>
<td>Massucchielli</td>
<td>provide know-how on how to organize and manage trainings</td>
<td>participated lesson</td>
<td>projector, flipchart</td>
<td></td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
# Faculty plan

<table>
<thead>
<tr>
<th>Name</th>
<th>Skill</th>
<th>the CV has been provided (yes or no)</th>
<th>email</th>
<th>telephone</th>
<th>availability</th>
<th>any costs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massucchielli</td>
<td>Emergency Manager</td>
<td>Yes</td>
<td><a href="mailto:a.b@c.com">a.b@c.com</a></td>
<td>+39——-</td>
<td>mon - tue - fri</td>
<td>no</td>
</tr>
</tbody>
</table>
Step 4

• Venues and Logistic
  • indoor or outdoor?
  • where?
  • what is needed?
  • internet connection?
  • meals?
  • accommodations?
  • flipcharts, projectors, papers, pens, training materials…
Step 5

- How much it costs?
  - participation fee?
  - is it affordable?
- assess other participation-related costs (e.g. transportation, dress...)
Step 6

- When?
  - target needs
  - faculty needs
  - advertising time
Step 7

- Define if you want to provide training materials, and, in case of positive answer, if before training or at the end of it

- Prepare feedback forms

- Prepare evaluation and self-assessment forms

- Prepare a syllabus of the course
Wrap-up
<table>
<thead>
<tr>
<th>Step 1</th>
<th>Goal</th>
<th>Objectives</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Faculty Identification</td>
<td>Trainers</td>
<td>Organizational Committee</td>
</tr>
<tr>
<td>Step 3</td>
<td>Meeting with the faculty</td>
<td>needs</td>
<td>harmonization</td>
</tr>
<tr>
<td>Step 4</td>
<td>Logistics needs</td>
<td>resources</td>
<td>venues</td>
</tr>
<tr>
<td>Step 5</td>
<td>Costs</td>
<td>participation fee</td>
<td>budget</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Step 6</td>
<td>Timeline</td>
<td>when</td>
<td>availability</td>
</tr>
<tr>
<td>Step 7</td>
<td>Support materials</td>
<td>slides / handbooks...</td>
<td>feedback / evaluation forms</td>
</tr>
</tbody>
</table>