

# TEMPLATE FOR TRAINING DESIGN

<b>1. Title of your training:</b>	<input type="text"/>
<b>2. Target group &amp; learning needs</b>	<p><i>Describe here who are your learners and their learning needs (WHY do they need the training):</i></p> <p><i>Example: Supervisors who are required to give regular trainings to their teams. While most supervisors have been giving trainings before, they are not familiar yet with the fundamentals of training design and delivery (adult learning, training cycle, learning methods, etc)</i></p> <input type="text"/>
<b>3. Training Purpose</b>	<p><i>Define in maximum one sentence what the overall purpose is of this training: what is the 'end goal' to achieve with this training?</i></p> <p><i>Example: "After this training participants will be able to develop a training based on the principles of the Adult Learning Cycle."</i></p> <input type="text"/>

**4. Learning objectives**

*Break down the training purpose into learning objectives. Your learning objectives describe the competencies that a participant is supposed to have developed at the end of the training in terms of knowledge, skills and attitude. They link directly to the learning needs as defined in step 2.*

	<i>Appropriate verbs</i>	<i>Not appropriate</i>
<i>Knowledge</i>	<i>state, define, list, name, recall, explain, recognise, differentiate, report, indicate, formulate, describe, summarise</i>	<i>Know, be aware of, understand, really understand, appreciate, believe, have faith in</i>
<i>Skills</i>	<i>do, demonstrate, use, design, make, apply, prepare, prioritise, identify, set up, show, act, draw, illustrate, make, measure, organise, play, practise,.. (in terms of competencies)</i>	
<i>Attitudes</i>	<i>Commit, declare, feel, will, motivate, express, propose, plan (in terms of behavior)</i>	

*Example:*

*After this training, the participants will be able to:*

- *Explain the different phases of the Adult Learning Cycle*
- *Apply the principles of the Adult Learning Cycle in the development of their training and training plan*
- *Use different participatory training methods*

After this training, the participants will be able to:

- ...
- ...
- ...
- ...
- ...
- ...
- ...

<p><b>5. Assessment</b></p>	<p><i>How will you assess if the training achieved the learning objectives? Which method(s) will you use to measure the increase in knowledge, skills and attitude (e.g. written test, case study, presentation, etc).</i></p> <p><i>Example: At the end of the training, the participants will present a first draft of their training design.</i></p> <div data-bbox="352 396 1965 581" style="border: 1px solid black; height: 114px; background-color: #f0f0f0;"></div>
<p><b>6. Key topics</b></p>	<p><i>List the topics you will tackle during the training in order to address the learning objectives:</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>▪ <i>The adult learning cycle</i></li> <li>▪ <i>Participative training methods</i></li> <li>▪ <i>The building blocks of training design</i></li> </ul> <div data-bbox="352 829 1965 1015" style="border: 1px solid black; height: 114px; background-color: #f0f0f0;"></div>
<p><b>7. Timing</b></p>	<p><i>The duration of your training:</i></p> <div data-bbox="352 1130 1965 1187" style="border: 1px solid black; height: 35px; background-color: #f0f0f0;"></div>
<p><b>8. Training agenda</b></p>	<p>Define how you are going to organize your training agenda; how are you going to divide the topics over the time you have available.</p>

## 9. Flow of the training

Start/end time for each new topic

9h40-10h30

Describe the flow of your training. You can consider this to be your 'speaking notes'. It describes how you are going to introduce and explain your topics, the exercises, methodology, how to do the debriefing, how to make the link between the modules, the duration, etc.

Example:

Exercise about participatory training methods:

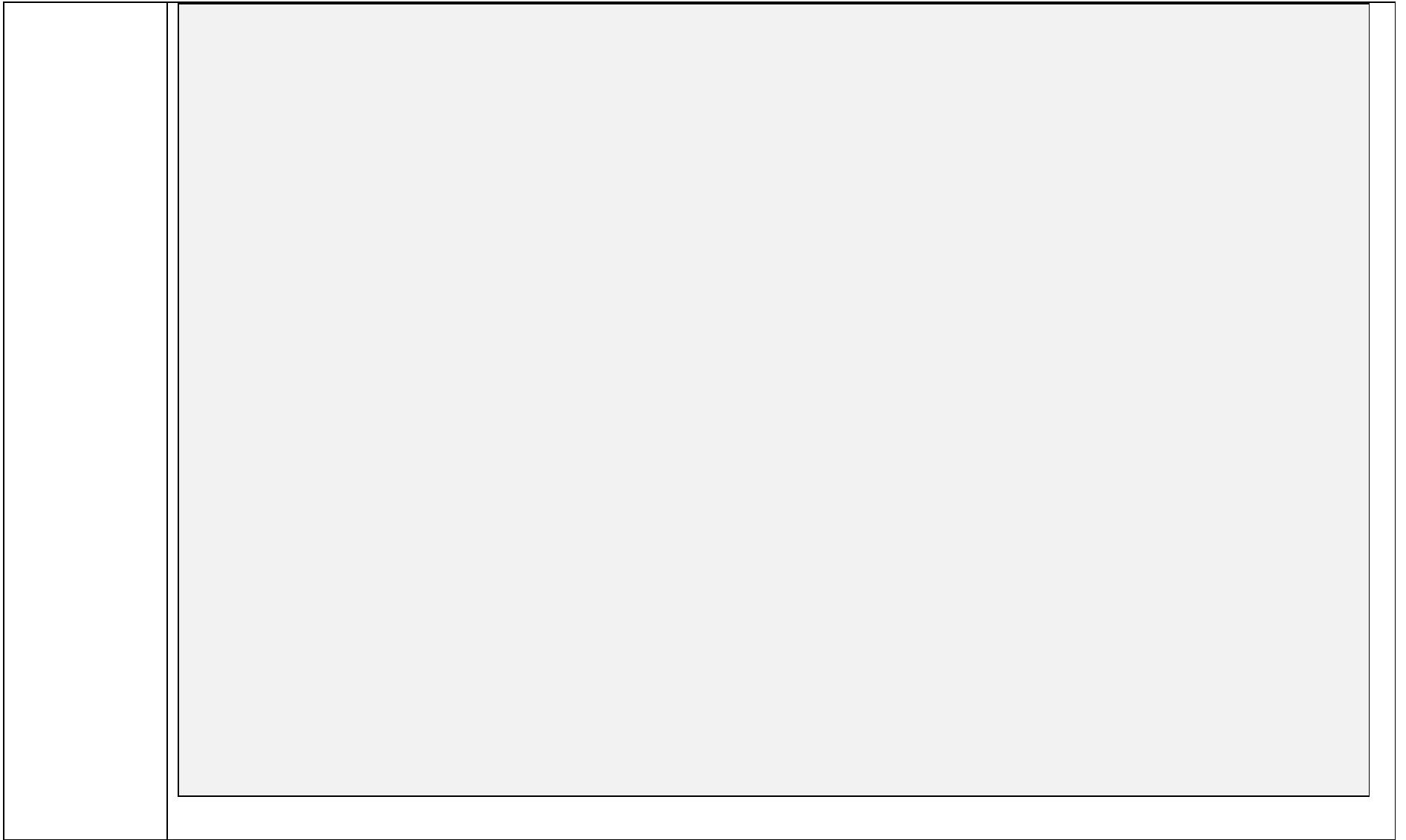
- Divide the group into 3 subgroups and give each group the handout with the hygiene training.
- Explain: "The hygiene training exists only out of a presentation with powerpoint. The problem is of course that with only theory, you cannot train someone's skills and attitude. Can you propose an alternative training design for this training, so that it addresses each phase in the adult learning cycle? What methodologies do you propose? Write on a flipchart all your ideas."
- Debrief in plenary: each group presents their ideas.
- Discuss the advantages and disadvantages for different learning methods.

### Tip 1:

Once you have finalized the blueprint for your training, please check that you have covered all the phases of the Adult Learning Cycle: is there time for Experiencing, Reflecting, Generalizing, and Applying?

### Tip 2:

Have you scheduled some time some energizers in case the energy of the group drops?



**10.  
Documents/  
materials**

*What documents and material do you need for the training?*

- *Handouts for the participants*
- *Background info for the trainers*
- *Visual aids (projector, camera, flipcharts,...)*
- *Training materials (scissors, post-its, cards,...)*

