

**6th edition of Training the Trainers - Creativity and Innovation in non-formal education
10 days in November, 2008 , Romania**

Practical Information



**:: Organizer ::
ACT Association for Consultancy and Training**

Dear reader, before you go further with filling in the application form and applying to this training course, we would like to make you aware, that if you are looking just for fun, if you are a tourist seminar, treasure hunter, holiday maker, adventurer, if you want city tours and free time, if you are not willing to learn and constructively create together with the other participants a learning environment you are not in the right place.

The program of this training is designed as hard working process up to 10 h per day and doesn't includes free time, study tours, visits, etc.

The Train the Trainers program aims to develop participants' skills in training development and delivery in order to generate optimum learning outcomes and improved performance.

The training course is based on **Accelerated Learning (AL) methodology**.

Accelerated Learning is based on the latest research on brain and learning. It is open and flexible. It gets learners totally involved. It appeals to all learning styles. It energizes and rehumanizes the learning process. It seeks to make learning enjoyable. And it is solidly committed to results, results, results.

More information about the content and methodology you can find at:
<http://train-the-trainer.ro/ttt-program/ttt-general-description>



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1. General description

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What you will learn:

- *Module 1: Learning Theories:* Brain friendly learning, Participant Learning styles
- *Module 2: Accelerated Learning:* Accelerated Learning, Phases of the learning cycle - A.C.T. -model, Developing educational activities for each of the phases
- *Module 3: Training Design (Plan):* The basic of Training Design, Planning a training, Instructional Objectives, Developing learning materials
- *Module 4: Skills and Tools for Trainers:* Strategies for presenting content, Feedback, Debriefing.
- *Module 5: Creativity in non-formal education:* Creativity (forms, techniques, steps), Opening & Closing sessions, Creating a creative learning environment, Add sizzle to your visual messages, Celebrating success & enhancing motivation to participate, Energizing Educational Games .

The 3 parts approach - ACT

The first part - Analytical approach (3 days)

will give participants the opportunity to learn, experience and reflect upon elements in designing, running, evaluating training courses.

The second part - Collaboration (2 days)



is designed as a space for each group to design their sessions that they will deliver in the next 4 days and to develop the cohesion within their working team.

The third part -Testing skills (4 days)

is designed as an open floor for the participants to run workshops using what they have learned so far in a safe environment and to get feedback on their approach.

More details about the methodology and objectives can be found in the following brochure <http://train-the-trainers.ro/ttt-program/ttt-general-description>

Information about the trainers and organization involved in this:
<http://train-the-trainers.ro/about-us>



2. Profile of participants

- Youth workers and starting Trainers who aim to develop their skills and knowledge in designing, implementing and evaluating intercultural activities;
- With previous experience in intercultural activities and concept of intercultural learning;
- With at least one year work experience in NGO field.
- Motivated to contribute in the training course with their knowledge and experience;
- Competently able to work in English language;
- Able to attend full duration of training course;
- Be aged between 18 and 35 years old;
- Residents coming from:

Member States of the European Union (EU):

Austria	Germany	Netherlands
Belgium	Greece	Poland
Bulgaria	Hungary	Portugal
Cyprus	Ireland	Romania
Czech Republic	Italy	Slovak Republic
Denmark	Latvia	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
France	Malta	United Kingdom

South East Europe

Albania	Croatia	(FYROM)
Bosnia and Herzegovina	Former Yugoslav Republic of Macedonia	Montenegro
		Serbia

Eastern Europe and Caucasus

Armenia	Belarus	Russian Federation
Azerbaijan	Georgia	Ukraine
	Moldova	Turkey





3. Selection Procedure

■ 1st Phase - check eligibility

All interested participant must submit all requested documents by dead-line.

Deadline to submit applications: 20th of May 2008

By 15 of June the project team will meet and check eligibility of applicants. Only the applicants who will pass the 1st phase will be informed by the end of the June either by e-mail or the list will be public on this website.

1st Phase response: the latest 30 of June 2008

■ 2nd Phase - evaluation of the applications

The second phase will take place before 10th of July, when the team of trainers will select the applicants according to the public grid. Only applicants who will pass the 2nd phase will be informed by the end of the July either by e-mail or the list will be public on this website.

2nd Phase response: the latest 20th of July 2008

■ 3rd Phase- practical test (design a workshop)

In order to test participants abilities in designing a training session, participants will receive predefined session topic with theoretical information and their task will be to design 2-4 h long training session upon the received topic. The designs must be submitted at last till 10th of August 2007.

The Final selection will be done based on the received application form and received design. Only the selected participants will be informed on 30th of August about the selection results.

There will be also a waiting list that will contain all the names of the possible participants in case that somebody from the selected participants will cancel their participation.

Deadline to submit designs: 10th of August 2008

3rd Phase response: the latest 30th of August 2008



4. Selection grid for TTT



This selection grid will be used by the trainers from selection committee of TTT in evaluating and selecting the applicants.

We hope that by reading this grid you will understand the importance of filling the application form in appropriate way.

Based on previous experiences of TTT we recommend applicants to respond clearly to all the questions in the application form and to be as specific as possible when answering, because this is the only way the selection committee is able to do its job properly and give you more chances to be selected.

In the following grid **1 is used for very poor qualification** and **10 for very high qualification**.

The letters A, B, C, D and E and the numbers situated near each selection criteria represent the connection with the application form.

Name and surname of applicant (A 1.)	
All the fields of application form are filled in	Yes / NO
Age of applicant (A 2.)	(18-35 years)
Country of residence (A 1.)	priority 1 priority 2 other countries – NOT eligible
Nationality (A 2.)	
Language proficiency in English (C 4.)	(from 1 to 10)
Member / volunteer/ employee in an NGO (B 1, 2, 3.)	Yes No
Responsibilities in the sending organization (B 4, C1)	(from 1 to 10)
At least 1 year experience in NGO (B 5)	(from 1 to 10)
Responsibilities in training field (C 1)	(from 1 to 10)
Previous experience in training (C 2. si C.3)	(from 1 to 10)
Sending organization interest in sending the candidate (B 6)	(from 1 to 10)
Ability to critically analyze the learning lessons from previous experiences (C 2 si C 3)	(from 1 to 10)
Future projects with intercultural dimension where the applicant will be a trainer or facilitator in 2007-2009 (D 1)	(from 1 to 10)
Willingness to apply the learned skills and knowledge after TTT (D 1. and D 2.)	(from 1 to 10)
Candidates personal motivation to participate in training course (E 1)	(from 1 to 10)
Candidates professional motivation to participate in training course (E 1)	(from 1 to 10)
Ability to establish clear learning objectives (E 2)	(from 1 to 10)
Understanding of training in intercultural context (C 2, C 3 and E 3)	(from 1 to 10)

5. Administrative information



Financial information

There is no participation fee.

Accommodation & Meals

The training course will take place in hostel which is located in the city of Oradea. Participants will be placed in 1-3 beds rooms with including bathroom and WC. The breakfast, lunch and dinner will be in the hostel.

Transport

ACT Association will reimburse 70% of travel costs;

Visa and Insurance

- ACT Association will reimburse visa and insurance cost based on the requests made in the application.
- ACT Association will not reimburse travel insurance costs.

6. Full application pack check list



- application form
- part III signed and stamped by sending organization
- memorandum of agreement signed by the applicant
- travel plan and cost form
- visa and insurance form (only for those that need visa)
- Confirmation of receipt

All these needs to be send before 20th of May. This is the deadline that the original should reach our office.

7. Common mistakes found in the applications from the previous editions



As a general rule we notice that people do not: fill in all requested fields, send different documents than are not requested (we are not taking them into consideration) and not really paying attention to what the questions and the explanations when filling in application forms.

Make sure that you fit in the requested profile, experience as a participant and trainer in the international context (training preferred).

More detailed information about the most common reasons why the application forms were disqualified you can find below:

- No explicit information about the activities hold by the sending organization and how the organization does plans to benefit from your participation in the Train the Trainers program. What is your role in the organization and your responsibilities?
- No clear, relevant and detailed information about the learning process from the training courses which you attended as a participant. By writing “I liked very much the organization and the accommodation, the trainers team” you do not provide clear information. What did you like? How does this helped you to learn and what did you learned? We are looking to see if you have the ability in critically analyze your learning experience and how what you learned can be applied in your future work.
- No relevant and complete information about the trainings that you have attended as a facilitator/trainer. This information is vital for trainer’s team. By saying that you were “co-trainer, project leader, facilitator, etc.” in the project, doesn't give us the right information what exactly were your task and responsibilities in the terms of the particular event. The trainers team are looking to see, what exactly you did in the training course, seminar, workshop (did you conducted sessions, if yes, what type of sessions, did you conducted reflection groups, evaluations, ice breaking games, etc) and what your learned out of it, what was the AHA moment. By providing the information, mentioned below, you give us opportunity to see what you know, what your experiences, what are the things that you might need to learn more.
- Projects that you have attended and described in the application form as a participant or trainers have no clear and direct connection with the topic of this TTT.
- No relevant information about the future plans, how you can connect your daily activities in your organization, school, university, and all the other institution, that you might represent with the knowledge you gain from the training course. What are the perspectives of implementing what you learned here back home.
- Is not clear what is your motivation at a personal and professional level, the information provided is

structured in more general perspective than in an one practical and tailored to your own profile

Contact us at:



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Other websites that we develop that might interest you:

- <http://caleidoscop.org.ro/> - Daily Newsletter with different events from nonprofit world
- <http://communitybuilders.ro/> - On-line information platform for community workers, public servants all those who believe that they can and want to make a change in their communities
- <http://thefishbowl.org.ro/> - educational materials for trainers and youth workers
- <http://nonviolentgames.ro/> - peace education resources
- <http://participation.ro/> resources for active involvement in local communities
- <http://humanrights.ro/> - resources that can be used in promoting a culture of human rights