



Training of Trainers Course

Title: **Mastering the Art of Training**
Saturday 13 and Sunday 14 September 2014

Description: Trash your PowerPoint presentation. To maximize information retention, an effective training course turns complex concepts into palatable portions of knowledge. A good trainer connects the dots. In this introductory course you will develop your integration and interactive competencies, by learning how to produce effective course content that integrates new information with the audience's existing knowledge. This course offers theory components, skills training, and will equip you with tools for the design and delivery of attractive courses.

Learning Objectives: By the end of this course participants will:

- be able to assess individual training needs, set realistic targets, and assess the knowledge level of their audience.
- be able to identify different personal learning and training styles.
- have learnt how to tailor a customized training course.
- know a selection of interactive training methods and how to apply them.

Main Content:

- Adult learning and pedagogy
- Methodology for needs assessment and evaluation
- Tools for course design
- Interactive and creative training methodologies
- Focused use of media and visualization
- Effective facilitation of learning processes
- Development/selection of course material
- Facilitate the exchange of idea and experiences of fellow trainers

Target Group:

- FSC network partners, members and stakeholders
- People actively involved in training delivery
- People who currently have a basic knowledge of delivering training but want to learn more about the way of delivery
- Experienced trainers willing to share and exchange ideas and experience with fellow trainers

Date/Time/Costs: **Saturday 13 and Sunday 14 September 2014, 09:00–17:00**
The course is free of charge; accommodation (two nights per participant) and board (breakfast, lunch, dinner and coffee breaks) is covered by FSC GD

Location: Conventions Center, Gran Sevilla Hotel, Barceló Renacimiento

Trainer: Stephan Clauss, Training Manager, FSC Quality Assurance Unit

Registration process:

Please register for the course by completing the form and submitting it to s.clauss@fsc.org *no later than Friday 13 June*. The minimum number of participants is 6 and the maximum is restricted to 10. If there are more registrations than places available, a selection will take place based on the motivation given on the registration form, and with the aim of establishing a balanced group structure (training experience, gender, national partners/members, representatives with economic/environmental/social background, North/South). Responses confirming participation will be given in the week of June 16, and unsuccessful applicants will be put on a waiting list. If selected, participants are obliged to attend the whole course.

Information, questions, organizational issues

For more information or questions and for registration please contact the FSC Training Manager Stephan Clauss, QAU at s.clauss@fsc.org +49 (0) 228 367 66-48.