



« HUMANITARIAN PROGRAMME MANAGER » (HPM) – TRAINING PROGRAMME

HPM TRAINING OF TRAINERS

- + Dates November 26-30 2012 _ LYON _ 750€
- + Application submission deadline 10/26/2012

All updates of our training offer (new dates and subjects, number of places available...) can be found on our website: www.bioforce.asso.fr, tab "Formations en Solidarité", then "Formations courtes in English"

+ Essentials

You wish to discover a key competency and put into practise the relevant tools and techniques.

The training sessions in this catalogue focus on the key competencies of international aid work: knowledge of the international aid sector and pre-departure preparation, human resources, training of trainers, finance and donors, project management, safety and security, technical logistics and supply chain. This new system is added to help you choose the most appropriate session according to your objective.

TRAINING OBJECTIVE

To provide participants with the appropriate methods and tools to develop, facilitate, monitor and evaluate training activities.

- + Enunciate the principles of adult learning and apply them to the design and implementation of a training session
- + Conduct an assessment of training needs and define objectives
- + Design a training session. Construct a lesson plan
- + Select and develop appropriate training materials
- + Employ a range of training presentation skills
- + Develop different types of training evaluation forms
- + Analyze one's practice and that of others in order to engage in a continuous learning dynamic

KEYWORDS

TRAINING OF TRAINERS | PRESENTATION | TRAINING TECHNIQUES | EVALUATION | PEDAGOGY

AUDIENCE

In-service and aspiring aid workers from international and national aid organisations.

NUMBER OF PARTICIPANTS

Groups may vary according to the type of session and training (case studies, group work, etc).
If there is an insufficient number of a registration, Bioforce reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

TRAINING METHODOLOGY

- + Guided discussions.
- + Case study review
- + Class discussions
- + Lectures
- + Group work

DURING THE TRAINING SESSION

If the training takes place in Lyon, you may access our documentation centre and have access to the following resources: books, magazines, television broadcasts, language learning software, mission reports of previous Bioforce students, as well as a room with free Internet access.

AFTER THE TRAINING

You will receive a CDROM including the training contents used during the session and the email contacts of participants and trainers, as well as a Certificate of Attendance (issued on the condition of being present throughout the training).

SCHEDULE

	MONDAY¹	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY²
SCHEDULE	8h30 : Reception of Participants 9h00-10h30 Introduction to Training of Trainers	9h00-10h30 Learning styles & rhythms	9h00-10h30 Writing session plans	9h00-10h30 Practical sessions	9h00-10h30 Learning from practical sessions
	Break	Break	Break	Break	Break
	10h40-12h30 Principles of adult learning	10h40-12h30 Role of the trainer	10h40-12h30 Writing session plans	10h40-12h30 Practical sessions	10h40-12h30 Techniques for evaluation of training
	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>
	13h30-15h00 Methods & techniques for adult learning	13h30-15h00 Needs analysis & drafting objectives	13h30-15h00 Preparation for practical sessions	13h30-15h00 Practical sessions	13h30-15h00 Transfer to professional application
	Break	Break	Break	Break	Break
	15h10-17h00 Methods & techniques for adult learning	15h10-17h00 Needs analysis & drafting objectives	15h10-17h00 Preparation for practical sessions	15h10-17h00 Practical sessions	15h00-17h00 Final evaluation & Lessons learned
	17h00-17h30: Presentation of Bioforce				
TRAINER	Rory Downham	Rory Downham	Rory Downham	Rory Downham	Rory Downham

_ The training begins at 9h00, please be sure to arrive at Bioforce at 8h30 on Monday for the reception.

_ The training ends on Friday at 17h00. Please be sure to schedule your transportation arrangements accordingly.

TO REGISTER TO THIS SHORT TRAINING

REMEMBER: The Application Submission Deadline is set 1 month prior to the start of the training.

APPLICATION SUBMISSION

- + Download the application form from our website www.bioforce.asso.fr, under the tab “Formations en Solidarité,” then “Formations Courtes in English”.
 - + Fill-out the electronic version of the 2012 application form.
 - + Send your completed Application form along with your CV to: session@institutbioforce.fr
- Thank you for filling an application for each session asked.

SELECTION PROCESS

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc.

We will inform you that we have received all of the above.

You will receive a validation mail for your pre-registration 10 days after your application.

- + In order to secure your place in the training, you will have to send your payment or financial support certificate 1 month before the training. You will receive a reminder at this moment.

REGISTRATION

- + Upon receipt of payment, we will confirm your registration by email.

A few weeks prior to the start of the training we will email you a Letter of Convocation with all necessary information, including the training schedule and other practical details.