



Training of Trainers

Pre-Event Check List

The following items should be arranged or organised to ensure the smooth running of a Training of Trainers course.

A ToT can be delivered in one week as a particularly intensive course or as a two week event. The two week programme is generally necessary where translation is needed for participants where trainers do not share their first language. The two week delivery provides greater opportunity for participants to reflect on their learning experience and is the preferred format.

You should plan for a minimum of three facilitators although four provides a more relaxed environment for everyone. ICTI facilitators require their travel and accommodation costs to be covered. Payment of an honorarium is not required but welcome unless the facilitators agree an alternative arrangement prior to the course being established. ICTI wants to help as many as possible to develop as trainers and we attempt to keep the costs as low as possible. The trainers give their time without charge to you.

You will need to arrange the following:

- ▶ Meeting room with seating & tables arranged in 'U' shape layout, OHP, Flipchart, Whiteboard or Chalkboard, Video Projector & electrical power. The room should have adequate ventilation & reasonable 'black out' to allow use of OHP & video projector
- ▶ At least 6 flip chart pens in a mixture of colours, a selection of non-permanent OHP pens & similarly for whiteboard use. A supply of OHP acetates. In addition to flipchart pads for each board you may want to consider an extra spare pad.
- ▶ 2 seminar rooms with OHP, Flipchart, Whiteboard. Each room should be able to seat 6 or 7 people and will be used for group work. The number of rooms can be reduced if the number of participants is 12 or less. At least 1 data projector is required.
- ▶ Photocopying facilities - a group of 17 participants will generate up to 1,500 copies
- ▶ Folders for participants to collect their handouts
- ▶ Computer printer (with drivers) & cables or access to computer printing facilities.
- ▶ Internet access - Many participants need access to Email during the course - This is very important for trainers & should be included in your budget.
- ▶ Sleeping & eating accommodation for all participants if the course is residential. The course can be particularly demanding for trainers. *Course facilitators should therefore normally have their own bedroom.*

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Charity Registration: 1014870

Registered Office:
Thatched Cottage,
Otford Hills
Sevenoaks, Kent, UK

- ▶ Do any participants or trainers have special dietary needs?
 - Meals should be large enough to sustain hard working trainees but no so large that they feel too full.
 - There should be supplies of safe drinking water in the main teaching room.
 - The schedule includes tea/coffee breaks each morning & afternoon.

- ▶ A decision should be made at an early stage on the language that will be used for training. Experience indicates that the course is best delivered where ALL participants share a single common language for learning - ideally a language understood by the trainers. The language chosen will govern the choice of trainers & preparation of handouts. It will also guide the need for translators.

- ▶ Pre-event information sheet. This should include the following items:
 - A clear statement of course goals & objectives together with an outline of content
 - Course location & contact information
 - Travel advice - How to get to the venue
 - If it is expected that participants will share a bedroom you should check that there are no problems for them. Some participants, for example, are aware that they snore. Sharing a room with a 'snorer' for two weeks will exhaust most participants
 - You should say whether there will be Internet access. An explanation of ways by which participants can collect or read Email. Many participants need access to Email during the course & web access can assist participants work. Many countries now have free access Internet services - provide details of how to connect and whether advance arrangements are needed.
 - What facilities are there for participants with physical or learning disabilities? Participants should not be excluded because they have special needs.
 - Confirm the language in which the course will be delivered. Participants are unlikely to be able to participate properly if they cannot work in or understand the course language

- ▶ It is hoped that most if not all participants will continue their work and submit a portfolio and be awarded the Certificate in Training. A charge will be made to you for examination of participants' portfolios (currently £10 per person). Event organisers should charge the examination fee as part of the booking fee and you may, if you wish, add not more than 10% to the fee for your expenses in handling this money. There is also a licence fee for the use of the learning styles questionnaire (currently £7 per person). The examination and licence fees will be payable to ICTI by the final day of the course and should be paid by cheque drawn in pounds sterling. Payment may also be made by Visa or MasterCard or via PayPal.

- ▶ ICTI guarantees a discount to its members against participation in ICTI sponsored events. In pricing the ToT you should take this into account and members of ICTI should receive a discount of around £25 on the normal fees paid. We recommend that you calculate the budget based on the actual costs plus any income you wish to generate to cover your expenses then add £25 to that figure as the final charge to participants. You are free to retain this income to offset against your expenses but if you make a profit you may wish to recognise the time given by the professional trainers free of charge to your organisation. The current ICTI membership fee for an individual is £22 per year and qualifying participants may prefer to join ICTI before registering for the course. *You should ask participants whether they are members of ICTI or work for an organisation that is a member of ICTI on their registration forms.*