



ONLINE

SKILLS DEVELOPMENT

# TRAINING OF TRAINERS CERTIFICATION PROGRAMME FOR DEVELOPMENT PRACTITIONERS

 8 WEEKS, 60 HOURS

*Information Note*

# INTRODUCTION

In today's constantly evolving, interconnected and information-rich global landscape, it remains essential to acquire advanced knowledge, practical skills and the right attitudes to ensure personal and organisational development. Project managers and technical specialists in the public sector or working with international organisations often aim to strengthen individual capacities through staff empowerment and to facilitate the enhancement of institutional capacities within teams, organisations, communities or associations, acting effectively as trainers.

However, effective training, which goes beyond information transfer and is essential for sustainable personal and organisational growth, isn't always a skill of those involved in capacity development projects. The need for skilled trainers, key players in organisational development, is more pronounced than ever. As the world faces complex challenges and constant change, the role of trainers is expanding. They do more than simply share information; they promote the latest knowledge, encourage positive behaviour change and foster a culture of lifelong learning. This contributes to both personal and organisational development.

This tutor-based online certification programme provides a step-by-step guide to the Adult Learning Environment, including understanding key concepts and applying the latest methodologies and approaches to maximise learning outcomes in the context of organisational development. As well as going through the different stages of the learning management cycle – need analysis, learning design, delivery, presentation and evaluation - participants will also have the opportunity to test and practice different methodologies to gain a full understanding of the practice of the adult learning environment. By bridging the gap between theory and practice, this programme ensures that participants not only grasp the basic concepts, but also leave with the skills to deliver meaningful training activities.

## WHAT SHOULD I BE ABLE TO DO?

- Explain and integrate the fundamental principles of adult learning.
- Identify the stakeholders, roles, and modalities of the training, and put them into practice.
- Conduct a training needs assessment.
- Design customized and effective training programs.
- Develop training content and materials tailored to the context and audience.
- Successfully implement or facilitate training, both in-person and online.
- Evaluate the training programs and activities.

## DELIVERY MODE

This course is designed to provide comprehensive support for your learning journey. It includes eight self-paced modules, as well as knowledge tests, weekly individual assignments, case studies and a debate forum to foster group discussion. The estimated required effort is of 7.5 hours per week.

Furthermore, a tutor will provide you with individual feedback on your work, and a synchronous learning space will be created during the weekly online events, which last approximately 90 minutes. We believe that this combination of self-paced modules, interactive activities, and individual support/coaching will help you to gain practical competencies to become a certified trainer.

## WHY SHOULD I JOIN?

This course is delivered through distance learning and deployed on the ITCILO e-Campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace, within the module and course timeframe, and to work on weekly assignments within your schedule. Furthermore:

- The course was developed and is implemented by trainers of trainers and development practitioners, drawing on real-life scenarios.
- The course takes advantage of practical case studies from different countries and sectors.
- Participants are challenged to work on their own case studies, ensuring a hands-on learning experience and enabling access to key adult learning methodologies and tools.
- Successful participants receive a professional certification attesting their capacity to effectively conduct training activities.
- Receive individualized feedback and tutoring, while building your international network.
- Participants keep access to the e-Campus course training materials and references.

## WHO ATTENDS THIS COURSE?

This course is designed for development practitioners involved in capacity building activities, whether they target internal teams, implementing partners or other key stakeholders, and regardless of the thematic sector that they work in. The course draws on scenarios particularly from the world of development cooperation, including across international development agencies, civil society organizations, public institutions and NGOs. In this regard, the course is intended for professionals who wish to promote skills development and continuous learning to improve the effectiveness of their development programmes.

### WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

## INFO

### FOR FURTHER INFORMATION PLEASE CONTACT

**International Training Centre of the ILO**  
Organizational Development  
and Project Services Programme (ODPS)  
Viale Maestri del Lavoro, 10  
10127 Turin – Italy

odps@itcilo.org  
www.itcilo.org