

# MRA/IofC Proposed Training of Trainers (TOT) Workshop

## Introduction

Training is an essential ingredient in developing self and organizations, and the society at large.

*A renowned speaker once said: If you take away training from the military, at best what you will get are civilians.*

If the foregoing statement is something to ponder on, then training becomes relevant to making life meaningful. As a matter of fact, there are factors in life that can combine to reduce one's self confidence and awareness of oneself if one does not manage them properly. Training therefore makes it possible to deal with these mitigating factors. It is not an overstatement to say that even trainers will require continuous training as training is like the proverbial fish in water and it is one sure vehicle that can deliver maximum impact. We all need training and retraining. Hence, the need for a Train-the-Trainer's Workshop.

## Overview of TOT Workshop

A train-the-trainer workshop will be used to assist participants to develop and/or expand their skills to conduct effective trainings that are specifically related to the MRA/IofC model provided. This model will enable experienced trainers to show a less-experienced trainer how to deliver courses, workshops and seminars. Customarily, a new trainer will first observe a training event led by an MRA/IofC trainer or subject matter expert. Instead of having just one trainer who delivers a training session for a long time, we are sure we can have multiple trainers coaching on the same subject simultaneously across the country. This will ensure that members of MRA/IofC Nigeria or any other organization interested in our training programmes can get timely training to complete tasks according to our and their organizations' policies and procedures.

This workshop is considered a companion piece to the recently attended Army of change makers' forum (April 13, 2013). The TOT is to help build a pool of competent, qualified MRA/IofC trainers recruited from a broad spectrum of organizations who can then teach the material to other people through the MRA/IofC international communication platform. This will immensely contribute to the achievement of the activity plan for the year and beyond.

## Objectives

- TOT workshop will prepare trainers to present information about MRA or any other relevant subject effectively, answer to participant questions and direct activities that strengthen learning.
- Lead participants to auxiliary resources and reference materials.
- Trainers will learn how to lead discussions, listen effectively, make correct observations and assist participants to associate training to their professions.

- Illuminate the importance of effective opening and closing activities for increased effectiveness.
- Share techniques to create and manage an effective training environment and present proven strategies to change current training programmes to include participant centered techniques.

## Workshop Outcomes:

- Participants who successfully complete this workshop will have the tools and skills to conduct workshops using the MRA/IofC model provided.
- Explain why the train-the-trainer process used today is crucial in supporting them to become a more effective trainer.
- Describe fundamental principles to follow when conducting training sessions.
- Identify and expound the training-related strengths and resources they already possess.
- Target their personal training goals.
- Demonstrate effective listening skills through active listening behaviours.
- Utilize appropriate questioning techniques.
- Have the self confidence to train/present

## Course Content Overview

- MRA/IofC tools
- Training skills
- Roles of a Trainer:
  - Planning Role
  - Expert
  - Instructor
  - Facilitator
  - Resource Person
  - Role Model
  - Co-Learner
- Responsibilities of a Trainer
- What a Trainer should Do Well
  - Establishing Confidence
  - Demonstrating your credibility as a trainer
  - Minimize Your Stage Fright
  - Setting the Tone
  - Facilitating Discussion
- Understanding Basic Training Methods, activities and their applications
- Skills Required of the Trainers
  - Presentation
  - Story Telling
  - Facilitation:
    - ⇒ Attending
    - ⇒ Observing

- ⇒ Listening and
- ⇒ Questioning skills

- Understanding Group Dynamics
- What type of trainee are you?
- Use of Teaching Aids
- Training Needs Analysis (TNA) and Programme Design
- Preparing for Training Delivery
- Feedback and Evaluation

## Training Methods

We shall employ a wide variety of learning techniques, namely:

- Short videos, music etc
- Case studies
- Role play
- Simulations
- Problem solving
- Discussions
- Facilitation
- Skit
- Questioning and so on.

## Workshop Scope and Sequence

This workshop is designed to suit MRA/IofC short term and long term needs following approval given by the Council of Management of MRA/IofC.

The workshop shall be in two phases:

### MRA/IofC TOT Workshop 1.0.

**Venue:** MRA/IofC Centre, Ikoyi, Lagos

**Date:** Wednesday, May 29, 2013

**Time:** 10am Prompt

**Cost of Participation:** Free.

**Admission:** Strictly by invitation.

**MRA/IofC TOT Workshop 2.0.**

**Venue:** MRA/IofC Centre, Ikoyi, Lagos

**Date:** Saturday, June 22, 2013

**Time:** 10am Prompt

**Cost of Participation:** Free.

**Admission:** Participation of the first workshop. However, it will be strictly by invitation.

\*Please note that breakfast and lunch will be provided during the Workshop.

Signed  
Victor Gotevbe  
Member, MRA/IofC Nigeria  
Delegate, Workshop for Africa (South Africa, 2013)

On behalf of General Secretary  
MRA/IofC Nigeria