

Trainings Quick Guide

- 1. Context in which used:** Targeted individuals do not possess knowledge or skills to perform specific functions. Existing or potential trainers do not possess knowledge or skills to perform specific functions and/or train others in acquiring these skills (Training of Trainers – TOT)
- 2. Behavior change**
 - a. Skills building ◆◆◆◆
 - b. Conviction ◆◆
 - c. Role modeling
 - d. Reinforcing mechanisms ◆
- 3. Objectives:** targeted individuals...
 - a. Acquire new skills and understanding in performing specific functions
 - b. Are able to apply, adapt and improve upon new skills to their specific circumstances
- 4. Preparation**
 - a. Session plan
 - b. Identify trainer or acquire skills to train
 - c. Handouts: guides, reference material, practical examples, etc.
 - d. Practical exercises
 - e. Evaluation form
 - f. Venue
 - g. Training materials: presentation, work materials, hands-on materials, etc.
- 5. Delivery**
 - a. Clarify objectives
 - b. Introduce new skills and benefits of applying them
 - c. Participants practice applying new skills
 - d. Evaluate / test participants
 - e. Maximum participants: 20 – 24; minimum: 1
- 6. Follow-up**
 - a. Conduct After Action Review (with co-trainer where applicable)
 - b. Determine if targeted individuals are applying new skills in their own settings
 - c. Coach individuals on how to adapt and improve upon the application of the new skills to their particular contexts
 - d. Identify behavioral obstacles to applying new skills and design new activity(ies)
 - e. Help individuals capture and assess benefits of applying new skills
- 7. Ownership & Sustainability issues**
 - a. To little or no contribution by participants in terms of time and resources diminishes ownership and chance of participants applying new skills
 - b. New skills must fit with contexts of participants, cannot be too advanced or beyond what is immediately applicable by participants. For example: Do not train wholesalers on computerized inventory management if they do not have or cannot operate a computer.
 - c. Train senior persons of firm first to train or co-facilitate a training of other staff
 - d. Will it be necessary, now or in the future, for service providers to exist to ensure continued training in this topic area? Take appropriate measures.

Feed the Future Agricultural Inputs Activity

8. Possibly combined with...

- a. Exchange visits: role model gives testimonial to benefits of applying new skills and shares techniques about applying them; site visit is organized to role model to see application of new skills and hear testimonials.
- b. Training of trainers (TOT): future possible trainers participate in the training session to equip themselves to train others
- c. Workshop: Some or all participants have some knowledge about the new skills. The session plan could include components where the facilitator brings out knowledge of participants (see Workshop activity)