

TRAINING REPORT

Bari, Italy
14-18 February 2011

Trainer : Manon Dohmen
Date : 25 February 2011
Subject : Training report Training-of-Trainers program Bari

Description of activities:

1. Training-of-Trainers

The Training-of-Trainers (ToT) program took place from 14 to 18 February 2011 at the Mediterranean Agronomic Institute (MAIB) in Bari, Italy. The program consisted of two parts: theory and practice on training and facilitation skills (Monday to Wednesday) and individual lessons (Thursday and Friday).

A total of 13 participants (10 male, 3 female) attended the program. All of them are Master students Integrated Pest Management.

The program

The following topics were discussed during the first three days: preparation of a training program, the SDF-model, adult learning, training methods and approaches, training aids, group dynamics, questioning, verbal and non-verbal communication skills, and evaluation and follow up. All sessions were facilitated in an interactive way with lots of exercises and sharing of experience of participants.

During the individual lessons, every participant had to facilitate a session of 20 minutes about a topic related to cocoa certification. After the session feedback was provided by other participants and the trainer on the performance of the participants using an evaluation sheet in which marks were given for several aspects of the session.

The group dynamics were very good and the atmosphere was fine. Participants were very helpful and helped each other where possible. Everyone participated actively and seemed generally interested in the topics.

Evaluation

The knowledge of every participant was evaluated with a written pre- and post test and during their individual lessons. All participants received a certificate of competence. The written test was well made with an average of 81%. The level of individual lessons was also very high with an average score of 83%. All participants were well prepared, and made an effort to visualize their topic and to have an exercise. The main comment for improvement was to involve participants in the discussion of results of an exercise, that their audience (often farmers) are not familiar with scientific terminology and that often it is not necessary to give a separate explanation because it can be part of a demonstration or exercise.

Besides knowledge, also the reaction of participants was evaluated (in short: how do they rate the program?). Halfway the theoretical sessions, participants were asked to perform a spot check in which they had to indicate if the program was interesting and useful. All participants rated the program as (very) interesting and (very) useful.

In addition, each participant was asked to complete a questionnaire about the program (see at end of this report). All participants valued the program (very) much relevant and useful for their work, all but one that new techniques were (very) much learned that



can be applied and all that the level of learning was (very) high). The session about the SDF-model was rated by almost all participants as the most useful subject. Also the sessions about different training methods, circle of competence and feedback were mentioned by several participants as most useful. Few topics were mentioned as not useful, including on how to use PowerPoint in an effective and efficient way.

The training methods were valued by all participants as very much interactive, all but one thought they were (very) easy to understand and (very) effective. Also the trainer was rated very highly with all participants marking her as (very) much knowledgeable on the topics, very much interactive, (very) much motivational and making (very) good use of the training materials. Overall, all participants rated the program as very good.

Handouts of all sessions, a cd-rom with all presentations, documents and pictures of the training were distributed to all participants.

PICTURES



Active recap in the morning



Exercise on group dynamics



Extremely creative session with a “real” pesticide bottle on how to read the label



Making the IPM puzzle during the session on introduction on IPM

