Managing Training Projects That Work!

• Do you have ‘training’ or ‘capacity development’ in your terms of reference or as an element of your field project with FAO?
• Would you like to improve your skills in capacity development in order to manage, design, develop and deliver more effective training?
• Would you like to investigate how blending face-to-face and virtual learning could improve outcomes?

Then this course could be for you!

WHEN October to December 2023
HOURS 14 or 20 (over five weeks)
FORMAT Hybrid, a mix of facilitated, online training sessions, self-paced exercises and helpful resources.

Training brief

FAO relies strongly on capacity development in its projects with local partners and stakeholders around the world. Many FAO staff who manage these projects have expressed an interest in improving their knowledge and skills in how ‘learning’ and ‘capacity’ is increased through training. Our aim is that these improved skills will result in more effective training programmes and therefore better results in terms of achieving project outcomes.

In this course, developed by FAO’s Office for Emergencies and Resilience (OER) Capacity Building Desk and the Virtual Learning Centers (VLCs), will explore together how to make learning most impactful towards meeting your capacity development objectives within FAO projects. We will discuss careful blending of different training and learning modalities, including virtual and online tools, to achieve the best results. We will focus on how to make training more effective, applicable, engaging, impactful and fun!

Using active learning approaches and our experience with capacity development, this will be an engaging and varied training. A mix of problem-based learning, practical demonstration of skills and reflection with peers and experts will reinforce key learning points. During the course, you will be supported to work through a current training challenge and investigate how virtual learning could be best used in your own context.

The training will be conducted online and will be divided between a series of live and online training sessions with a facilitator supported by self-paced exercises and materials that will be made available on the Virtual Learning Centre’s online learning platform.
Who is the course for?

This course is for FAO personnel who have training activities in their terms of reference. You will benefit if you are involved in managing projects involving training and/or are involved in developing or delivering training.

It is suitable for those who would like to explore using virtual training methods for the first time but also for those of us that already use virtual training but would like to improve the engagement or impact of their work.

The VLCs support the development of innovative tutored online courses focused on One Health topics. We are therefore especially interested to involve colleagues working in One Health related fields.

Learning themes

By the end of the training, participants will be able to:

- employ a learner-centered approach when managing the development and delivery of a training programme;
- identify a project’s key capacity development objective(s);
- outline a training development map, including the key outputs and activities at each step;
- apply principles of brain-friendly learning to designing and facilitating a training course or session;
- identify aims and objectives for training courses and sessions;
- choose the most effective modalities for course delivery from a range of face-to-face and virtual learning options;
- plan the development and delivery of a training session that makes use of a variety of participatory methods and online tools;
- OPTIONAL: Deliver a training session using participative online techniques.

Agenda

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<tr>
<th>Preparation</th>
<th>Access to online training materials on the VLC platform.</th>
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<tr>
<td>Week one 16th November</td>
<td>Setting the stage: Identifying the primary capacity development objectives and the stages of training course development.</td>
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<tr>
<td>Week two 23rd November</td>
<td>Setting learning objectives: Understanding needs, defining learning objectives, choosing training methodologies and the course development plan.</td>
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<td>Week three 30th November</td>
<td>Developing and facilitating effective training sessions: Best practice for designing and delivering effective, brain-friendly learning.</td>
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<td>Week four 7th December</td>
<td>Assessment and evaluation of training: Tools for determining whether learners have met the objectives and if the training has met our project goals.</td>
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<tr>
<td>Optional Week five 14th December</td>
<td>Delivering online training: An opportunity to facilitate a live virtual training session.</td>
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Live training sessions will be on Thursdays for a duration of two hours at 09.30 local time in Rome.

Minimum requirements

This course is open to FAO staff and non-staff HR working at national, regional or global level. The training is not suitable for or open to external participants.

To take part you should have:

- a contract of significant duration at FAO;
- significant responsibility for the management of training or capacity development project within your terms of reference;
- a keen interest in improving your knowledge and skills about learning and training;
- an enthusiasm to lead engaging and impactful learning and help others to do the same;
- the agreement of your supervisor that you are able to spend up to five hours per week dedicated to this training.

The November 2023 edition of this training will involve a selection of approximately 30 participants. To apply, you should complete this online questionnaire by 20th October 2023. Final selection will be made by FAO OER Capacity Development desk and the FAO Virtual Learning Centers.