

# TRAINING OF TRAINERS: Session plan

Time: 90 minutes

## Aim of Session

Participants will be able to return to their organisations and run relevant training sessions for other staff.

*NOTE: The Training of Trainers module should be tailored to its context as it is not possible to produce a generic training of trainers module since the application of the module can be so wide.*

*Training of Trainers could be for senior logistics staff in an NGO in order for them to standardise procurement procedures across country offices by running regional training, and therefore concentrate on the "Documentation" module.*

*Alternatively it could be to train coordination staff to be able to run "General Awareness" training for cluster members.*

*This means that the content of this training module will be developed once a Training of Trainers session has been demanded.*

## Objectives of Session

At the end of this session participants will be able to:

- Confidently reiterate the main points around the issue of transportation and conflict-sensitive logistics
- Compose a draft session plan (training objectives and some activity ideas) for a training session they might carry out
- Present a two-minute session in pairs

## Key Messages

- This issue can appear complicated but you don't need to know everything about it to run an awareness-raising session or to run a problem-solving session within your organisation
- As with all training, you need: clear training objectives; knowledge about participant expectations; "slide-lite" presentations and to encourage group involvement.

## Resources

- Computer and projector. PowerPoint presentation.
- Flip chart and markers
- Pre-prepared pencilled flip-chart of EthicalCargo issues
- Copies of the Knowledge Base for each participant

## Preparation

- Find out from participants if they already have a training planned. If not, find out what their training objectives are likely to be.
- Print out handouts

## Time summary

| <b>Activity</b>                                   | <b>Time (mins)</b> |
|---|--------------------|
| ACTIVITY 1: Introduction to the session           | 10'                |
| ACTIVITY 2: Who and why are you running training? | 10'                |
| ACTIVITY 3: Materials                             | 10'                |
| ACTIVITY 4: Presentation practice                 | 45'                |
| ACTIVITY 5: Presentation tips                     | 5'                 |
| ACTIVITY 6: Wrap up and questions                 | 10'                |
|   | <b>95'</b>         |

## Activity details

|   |            |
|---|------------|
| <b>ACTIVITY 1: Introduction to the session</b>  | <b>10'</b> |
| <p>Slides 1-4</p> <p>Show slide “Refresher”. Why is ethical cargo an issue for humanitarian organisations? Should be fairly quick to check off the list that participants will have already been through in training.</p> <p>Write down responses on the pre-prepared pencilled flip-chart of the issues</p>  |            |
| <b>ACTIVITY 2: Why and who will you be training?</b>  | <b>10'</b> |
| <p>Slide 5&amp;6:</p> <p>These slides can only be prepared once the context of the Training of Trainers is known. It is important to get background in advance on what kind of training an organisation is planning to conduct once its staff have completed the Training of Trainers. Show slide “Presentation practice”</p> <ul style="list-style-type: none"> <li>• Divide into pairs</li> <li>• Give each pair one or two slides from the “General Awareness/Introduction” module (or other modules if appropriate)</li> <li>• Using the session plan and the handouts for reference, get them to prepare speaking notes for these slides in order to make a 2-minute presentation with both presenters sharing speaking time</li> <li>• They may modify the slides and should make sure that the message is clear, simple to understand and, if they have time,</li> </ul> |            |

|  |            |
|--|------------|
| <p>presented in an innovative way.</p> <p>After each presentation allow maximum of 1 minute feedback, which should always begin positively and constructively.</p>   |            |
| <b>ACTIVITY 3: Materials</b>   | <b>10'</b> |
| <p>Slide 7 &amp; 8</p> <ul style="list-style-type: none"> <li>Go through the structure of the knowledge base and how a standard session plan is created.</li> </ul>  |            |
| <b>ACTIVITY 4: Presentation practice</b>   | <b>45'</b> |
| <p>Slide 9</p> <ul style="list-style-type: none"> <li>Divide into pairs</li> <li>Give each pair one or two slides from the “General Awareness/Introduction” module (or other modules if appropriate)</li> <li>Using the session plan and the handouts for reference, get them to prepare speaking notes for these slides in order to make a 2-minute presentation with both presenters sharing speaking time</li> <li>They may modify the slides and should make sure that the message is clear, simple to understand and, if they have time, presented in an innovative way.</li> <li>After each presentation allow maximum of 1 minute feedback, which should always begin positively and constructively.</li> </ul> |            |
| <b>ACTIVITY 5: Presentation tips</b>   | <b>5'</b>  |
| <p>Slide 10</p> <ul style="list-style-type: none"> <li>Go through tips on presentation:</li> </ul>   |            |
| <b>ACTIVITY 6: Wrap up and questions</b>   | <b>10'</b> |
| <p>Explain that training materials in digital form will be sent by email and that these should not be shared further.</p> <p>Take questions and answers in plenary.</p> <p><b>NOTE: When wrapping up the presentation don't forget to make sure all handouts have been handed out, evaluation forms have been completed, the participant contacts sheet has been filled in and you have given details on how you can be contacted.</b></p>   |            |

# Training of Trainers

**ETHICAL CARGO**

## EthicalCargo project TRAINING of TRAINERS



EUROPEAN COMMISSION  
Humanitarian Aid

Sida

sipri

CIT-MAP

# Slide 1: Welcome

*NOTE: Confirm with the host (if there is one) if they will make a welcome speech first. If they do then say “Thank you XXX for your introduction.”*

Good morning/afternoon. My name is XXX and I am part of the EthicalCargo team, working on XXX. My background is XXX and I've been with the EthicalCargo project since XXX.

This session is the “Training of Trainers” session. It's aim is to provide participants with the tools and confidence to conduct training within their own organizations on the issue of ethical procurement of air transport.



## Session objectives

At the end of this session participants will be able to:

- Confidently reiterate the main points around the issue of transportation and conflict-sensitive logistics
- Compose a draft session plan (training objectives and some activity ideas) for a training session they might carry out
- Present a two-minute session in pairs

## Slide 2: Objectives

At the end of this session participants will be able to:

- Confidently reiterate the main points around the issue of transportation and conflict-sensitive logistics
- Compose a draft session plan (training objectives and some activity ideas) for a training session they might carry out
- Present a two-minute session in pairs





## Refresher – why an issue?



## Slide 3: Refresher – why an issue?

*NOTE: Ask participants to say why the issue of air cargo operators transporting destabilizing commodities is an issue for humanitarian organizations.*



## Issues

Do No Harm in terms of:

- War economy - financial support to those providing logistics service to destabilizing actors

Programming/Organizational issues:

- Responsibility to tax payers/private donors
- Reputation
- Humanitarian space
- Project costs increased
- Safety of personnel traveling on unsafe aircraft
- Increased exposure of staff to people who may be engaged in destabilizing activities



## Slide 4: Issues

Humanitarian organizations may end up using the same cargo operators that are involved in destabilizing commodity flows. This is due to two main reasons – limited availability of alternatives and lack of information regarding air cargo operator behaviour.

This has the following implications:

Do No Harm in terms of:

- War economy - financial support to those providing logistics service to destabilising actors.
- Beneficiary protection issues – economic support to suspect companies facilitates their ability to trade in weapons/C-SC

Programming/Organisational issues:

- Organisational reputation (local and international) can be damaged if association made between trafficking and the agency “They're all the same”.
- Humanitarian space – Reduced “humanitarian space” if humanitarian agencies are not seen as independent or are seen as being part of the problem
- Safety of personnel travelling on unsafe aircraft
- Increased exposure of staff to people who may be engaged in destabilising activities - Staff may be put into uncomfortable situations by having to deal with suspect companies and their staff (bribes, being asked to sign-off on carrying extra cargo with their own shipment which may contain weapons/C-SC etc.)
- Compliance with donor requirements (e.g. ECHO “Rules and procedures” - ethical procurement)



## Why will you be training?



## Slide 5: Why will you be training?

*NOTE: This slide can only be prepared once the context of the Training of Trainers is known. It is important to get background in advance on what kind of training an organisation is planning to conduct once its staff have completed the Training of Trainers.*

*Some points to raise:*

*What is the purpose of the training? Has it been requested by those who will be participating, or organised by senior management?*

*Is the training about compliance and “following rules”? In which case make sure policy is clear beforehand.*

*Is the training to be used to create a new policy? If so, have a clear goal for the end of the training such as a draft procurement policy.*



## Who will you be training?



## Slide 6: Who will you be training?

*NOTE: This slide can only be prepared once the context of the Training of Trainers is known. It is important to get background in advance on what kind of training an organisation is planning to conduct once its staff have completed the Training of Trainers.*

*Some points to raise:*

*You need to know who is attending the training and what they normally work with.*

*You need to know what participants' expectations are beforehand – send out an email or simple survey form to find out what they expect to get from the training or if they have any particular topics they would like covered.*

*Find out what their level of knowledge is beforehand.*

*Consider the wider impact of the training – is it a good networking opportunity for participants? Is it a rare chance for field staff to meet up and feedback issues to HQ? Think about how participants might like to have a chance for open discussions.*





## Materials

- Copy of the “KnowledgeBase” (and digital copy)
- Sample session plan with speech
- PowerPoint slide handout



# Slide 7: Materials

All participants should have the following materials:

- Copy of the “knowledge base” (and digital copy)
- Sample session plan with speech (or use one in the knowledge base)
- PowerPoint slide handout for the module most likely to be used

Check that everyone has these materials.

*NOTE: Stress that these materials should only be used by those who have been on the Training of Trainers course in order to make sure messages are communicated correctly.*

Go through an overview of the contents of the knowledge base, explaining how all materials can and should be modified for whatever specific training is planned.

Make sure all the participants are familiar with how to navigate the Knowledge Base.



## Standard session plan

A standard session plan is used to structure the training. It should include:

- Clear aims and objectives
- Clear timings for parts of the training
- A list of practical considerations such as handouts or resources required

## Slide 8: Standard session plan

A standard session plan is used to structure the training. It is a very useful tool as it forces the trainer to think about clear learning objectives in order to put together the right materials.

It should include:

- Clear aims and objectives of the training – what should participants go away from the session with?
- Clear timings for parts of the training
- A list of practical considerations such as handouts or resources required

*NOTE: Ask if anyone has used this kind of session plan before. If so, what were their experiences?*



## Presentation practice

### ACTIVITY

- In pairs prepare a 2 minute presentation on one or two slides from one of the modules in the knowledge base
- You may modify the slides and should make sure that the message is clear, simple to understand and, if they have time, presented in an innovative way
- You have 15 minutes for this activity
- Each pair will then present to the group.
- 1 minute of constructive feedback



## Slide 9: Presentation practice

In pairs prepare a 2 minute presentation on one or two slides from the standard session plan

You may modify the slides and should make sure that the message is clear, simple to understand and, if they have time, presented in an innovative way

You have 15 minutes for this activity

Each pair will present to the group. There will be maximum one minute of feedback from the group. Feedback should be constructive e.g. "I like the way you did this, and it would be even better if you also did this"

*NOTE: Things to look out for:*

*Speaking to fast, too quiet or away from the audience*

*Lack of clarity of objectives*

*Over-complication of an issue*

*Innovative ways of getting a message across (don't be afraid to say that you might steal the ideas from good presentations for use in EthicalCargo training.)*



## Presentation tips

- Know your audience
- Write clear objectives for the training that are appropriate to the audience
- Pre-prepare flip-charts in pencil when making group lists
- Keep the group focused – keep slide text and the number of slides to a minimum
- Give out handouts at the right time and remember, as soon as you give something out people start reading and stop listening.
- You won't know all the answers – contact [EthicalCargo.org](http://EthicalCargo.org).

# Slide 10: Presentation tips

There are lots of considerations for a good training and a good trainer. The knowledge base includes resources on setting up and running training.

Some important things to consider:

## **General:**

- Know your audience – know who is to be trained, what their background is and what their expectations of the training are. If there expectations are widely different from the trainer's expectations the training will be a failure.
- Write clear objectives for the training that are appropriate to the audience. Be willing to change the objectives and content of the training if participants express in advance a desire to learn something not originally planned. This will ensure that participants' expectations are well managed.

## **Practical:**

- Pre-prepare flip-charts in pencil when making group lists – this is a great cheat where if you know you have a list of ten points you want to come out of a group discussion you can write them in pencil on the flip chart which means only you will be close enough to see them. This helps you to facilitate the group to make the important points without you having to keep referring to training material.
- Keep the group focused – keep slide text and the number of slides to a minimum. Be sensitive to a group that is eager to discuss issues and gets restless listening to a lecture. In that case, open up the presentation to discussion. It is common, particularly in training where staff from the field are brought to HQ, that staff have burning issues to discuss.
- Give out handouts at the right time and remember, as soon as you give something out people start reading and stop listening.
- You won't know all the answers – contact [EthicalCargo.org](http://EthicalCargo.org).





## Questions?

**Contact:**

NAME OF PRESENTER: xxx@sipri.org



# Slide 11: Questions?

Please take a minute to complete the anonymous training evaluation forms.  
We appreciate your honest responses in order to make sure the training is the best it can be.

Thank-you. Contact: XXX XXX@SIPRI.org