



2 February 2024

Invitation

Course on the "Training of Trainers"

22 to 26 April 2024, Brussels

(Activity Number 23-24/2/1)

The **Department for International Police Missions of the LAFP in NRW** has the pleasure to offer, in co-operation with the European Security and Defence College (ESDC), their well-known "Training of Trainers" course which will be held in Brussels, from 22 to 26 April 2024.

The course is targeted at trainers and subject matter experts, who are involved in learning related events such as trainings, workshops and seminars in a national as well as in an international context.

Training stands for change and constant improvement. The lasting impact of training depends on the methodologies applied to allow participants to appropriate the delivered content and to be able to transmit and pass on their expertise and knowledge in a comprehensive manner.

The aim of this course is to enable participants to convey and transfer their respective expertise and knowledge to their specific audiences. It focuses rather on the "how" than on the "what" to teach or to train. Once methodological skills are properly acquired, they can be used in interchangeable formats.

The course therefore contains basics in methodology and didactics, choosing a very practical approach. Key learning objectives of the course are:

- Explain adult learning principles (andragogics)
- Describe and explain how learning and teaching are related
- Develop learning objectives
- Adapt presentation techniques and alternate media
- Prepare a theoretical and practical teaching unit by using the BOPPPS Model
- Demonstrate delivery competencies
- Explain how to give respectively receive a structured and constructive feedback

This course would like to offer a training toolbox, filled with methods and ideas to reach specific target groups.

The course consists of an **eLearning part**, as well as a **residential session**, held in Brussels, both parts being compulsory. We would like to invite you to nominate participants for this pilot activity within the ESDC network on the "Training of Trainers", which would offer them an excellent opportunity to gain and improve their skills in the field of training and teaching.

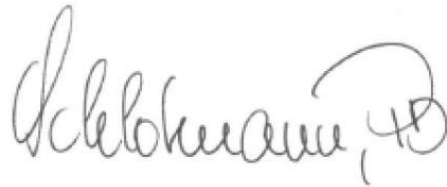
The ESDC is committed to an inclusive, gender-sensitive and discrimination-free environment. Only in an inclusive environment can all people, and therefore the ESDC and its partners, realise their true potential. We therefore particularly encourage those applicants who are likely to be underrepresented to apply.

Please find below details concerning the registration process and the aim and learning outcomes for the course. It is a great pleasure in inviting you to nominate participants for this course.



Fergal O'Regan

*The Acting Head of the
European Security and Defence College*



Meinolf Schlotmann

*Head of the Department for International
Police Missions of the LAFP*

Annexes

1. Administrative Information

2. Course Aim and Learning Outcomes

1. Administrative Information

- **Target Audience:** Participants can be experienced and unexperienced trainers from the civilian, police and military component, involved in learning related events in a national as well as international context. Priority is given to participants from EU Member States. However non-EU citizens as well as NATO staff are welcome.
- **How to apply:** Applications are to be filed via the ESDC secure internet system ENLIST, by designated nominators, under <https://esdc.europa.eu/enlist/login>, no later than **22 March 2024**. A list with relevant ENLIST nominators can be retrieved from the ESDC website at <https://esdc.europa.eu/nominators/>.
- **Registration:** Registration will not be final until confirmed by the ESDC Secretariat. When the participants' list is finalised, the designated course director/point of contact will be in contact with selected participants and provide more detailed information on the course.
- **Seats:** A maximum of 10 participants is envisaged.
- **Location:** The course will be held in Brussels in close vicinity of the EU institutions, exact location TBC.
- **Language:** Working language is English, without translation.
- **Time:** The course starts Monday 09:00 and ends Friday 14:00. Daily approximate times are 08:30-17:00.
- **Cost:** The sending authorities will cover all costs for travelling, accommodation and catering.
- **E-learning:** The residential part of the course will be preceded by mandatory e-learning modules which needs to be finalised before the residential part of the course start, detailed information will be shared with selected participants.
- **Attendance:** The participant's attendance during the course is mandatory on all days. A certificate will be awarded on the last day to those course participants who have completed the full course, including the mandatory e-Learning modules.
- **Point of contact:**
Mr Guido Weber
Course Director, LAFP-NRW
Guido01.Weber@polizei.nrw.de

Mr Isak ENSTROM
Training Manager at ESDC Secretariat
Per-isak.enstrom@eeas.europa.eu

2. Course Aim and Learning Outcomes

<p><u>Target audience</u></p> <p>Participants can be experienced and unexperienced trainers from the civilian, police and military component, involved in learning related events in a national as well as international context.</p> <p>Priority is given to participants from EU Member States. However non-EU citizens as well as NATO staff are welcome.</p>	<p><u>Aim</u></p> <p>Training is change and improvement. Well executed, it has a long-term impact that last beyond the training itself.</p> <p>The main idea of this course is to enable participants to convey, respectively, transfer this expertise and knowledge to their specific target group. It focuses rather on the “how” than on the “what” to teach or to train. Once methodology skills are adopted, they can be used for interchangeable contents. The course contains basics in methodology and didactics, while adopting a very practical approach.</p> <p>It offers a comprehensive “toolbox” to use in training.</p>
<p><u>Open to:</u></p> <ul style="list-style-type: none"> ▪ EU member States / Institutions ▪ Third countries ▪ Candidate countries 	

Learning Outcomes	
Knowledge	<p>L01. Define training and the “Training Cycle”</p> <p>L02. Define methodology and didactics</p> <p>L03. Explain how learning occurs and different styles of learning and types of learners</p> <p>L04. Describe how learning and teaching are related</p> <p>L05. Describe the communication processes in training</p> <p>L06. Explain the outcome-based learning approach</p> <p>L07. Describe the principle of constructive alignment</p> <p>L08. Explain adult learning principles</p> <p>L09. Differentiate between a trainer-centred and a trainee-centred approach to train</p> <p>L010. Describe passive and participatory teaching methods and explain the difference</p> <p>L011. Explain how to give, respectively, how to receive a structured and constructive feedback</p> <p>L012. Explain the JOHARI- window in regard of self-awareness and external perception</p> <p>L013. Explain how culture and challenging environments might influence training</p> <p>L014. Describe mechanisms influencing the evaluation of training</p>
Skills	<p>L015. Develop learning objectives</p> <p>L016. Develop topic specific participatory teaching and learning methods</p> <p>L017. Draft a lesson plan</p> <p>L018. Apply feedback principles</p> <p>L019. Use of media reflecting general rules in how to visualize</p>
Responsibility and autonomy	<p>L020. Demonstrate delivery competencies</p> <p>L021. Assess independently available resources for use in training</p>