

# TRAINING & FACILITATION SKILLS

*Developing and delivering highly effective learning sessions*



## Course overview & objectives

Many development professionals want to create social impact through behaviour change. In this course, you will gain insights into the process of learning how to develop an effective training programme designed for impact, practice various interactive training methods, and receive constructive feedback from peers and MDF professionals. The practice-oriented and blended approach facilitates the immediate application of new knowledge and skills for outcome-oriented training in your work.

By the end of this course, you will be able to:

- Design outcome-oriented training and effective sessions, engaging your participants and affecting change.
- Assess training needs and learning styles.
- Guide group processes and promote the full participation of each participant.
- Reflect on your experience of blended learning and develop ideas on how to use it yourself.
- Present and interact with a diverse audience.
- Evaluate the results of a training programme.

## Your profile

You want to achieve meaningful, high-quality results from training sessions, and you are keen to help your learners to get the best out of themselves. You are open to feedback to improve your competencies.

## Meet your trainers



### Pauline van Norel

Trainer / Consultant

MDF Training & Consultancy, Netherlands Office

Pauline is a professional trainer and consultant. She is creative, empathetic, and practical, always looking for meaningful interaction. As (team)coach she guides people in their search for impact and change. Her motto for learning is from Plutarch: *“the mind is not a vessel to be filled, but a fire to be kindled”*. She loves reading, her rabbits and handicrafts.

### Jacinta Kariuki

Trainer / Consultant

MDF Training & Consultancy, Kenya Office

Jacinta Kariuki is passionate about Learning and Development with over twenty years' experience in end-cycle training and development, and consulting assignments. Her experience covers various topics in leadership, supervisory, entry-level, TOT, facilitation, customer service, and empowering teams at various management levels. She has delivered sessions across various industries/sectors for public, private, and multi-lateral organisations in Africa.



### May Thet Kyaw

Trainer / Consultant

MDF Training & Consultancy, Myanmar Office

May has been working as a trainer and consultant at MDF Myanmar since 2017. She has ample experience in designing and delivering facilitative training for more than six years. She has supported a large variety of local and international organizations for training-of-trainers, online and offline facilitation, skills-building, and coaching on designing interactive training. Some of the organisations she has worked with include GIZ, Diakonia, FHI 360 and ILO.



## Timeline

- Online self-paced sessions: 15 March to 9 April 2021 (2 to 3 hours per week)
- Virtual classroom sessions: 12 to 16 April 2021
- Register before: 19 March 2021

## Course agenda

---

The course starts with a 4-week online self-paced learning trajectory, which introduces the main concepts. This portion takes 2-3 hours per week. It will be followed by a 5-day virtual classroom training involving 10 sessions of 3 hours each. The course is based on a participatory, active learning approach, and combines guided virtual classroom sessions with guided self-study. The following topics will be covered in the course:

**Online start week 1 - 4:** Introduction of learning theories and programme design. You will choose your own case and prepare a short presentation.

**Day 1:** Check-in: Introduction; learning theories; roles of a trainer; the training cycle, first presentation (max 10 minutes).

**Day 2:** Needs analysis and training design (program, objectives); visualisation.

**Day 3:** From training program to session design; how to choose training methods and work out the details.

**Day 4:** Facilitation skills; guiding group discussion. Work on your own case.

**Day 5:** Deliver your training session; evaluation of training; check-out.

- *Daily start time: 9.00 am (CET - tentative). Please convert this time into your local time.*

## Course fee: 975 EUR

---

**5% early bird discount** for all payments completed before 19 February 2021

**10% discount** for alumni who have attended an MDF course in the past two years

**1 FREE seat** for every 6 group registrations

*If you are eligible for more than 1 special offer, only the higher-value offer applies. For example, you are alumni, and you pay the course fee before 19 February 2021, in that case, your total discount will be 10%.*

**REGISTER**



## Contact us

---

### MDF Training & Consultancy Vietnam office

Tel: 84 (024) 6258 4438

Email: [mdfic@mdf.nl](mailto:mdfic@mdf.nl)

Unit 501-502, A1 Building

Van Phuc Diplomatic Compound

298 Kim Ma, Ba Dinh

Hanoi, Vietnam