



Module V. Conclusions and lessons learned:  
Errors to avoid

# Conclusions: Errors to avoid

In collaboration with:



**The conclusions and lessons learned from this training workshop will need to be added based on the theory reviewed, the results of the working groups and the participants' evaluation of the training.**

**In practice...**

**The goal of a sustainable training of trainers programme is not to provide participants with ready-made training tools, but to give them the tools and background material necessary to enable them to develop their own training series. All training should be based on a few key principles:**

- ✓ Learning-by-doing approach
- ✓ Developed in response to demand
- ✓ Supports capacity building efforts as well as other ongoing processes
- ✓ Training is a short-term event, however creating a network of trainers will allow for the exchange of information and will increase the benefits of training

# Training

**The primary objective of this training of trainers session is to provide future trainers with a generic pedagogical product which they can adapt to meet the needs of future training sessions they will give.**

**This training of trainers session is the first step in building the capacity of individuals and institutions.**

**This process should continue and develop through, for example:**

- ✓ Exchange of experience and applications between trainers and practitioners
- ✓ Communication and exchange of information with other capacity building or training initiatives
- ✓ Creation of a regional network to develop case studies and analysis of current practices, methods and tools
- ✓ Establishing efficient partnerships that respond to particular needs of users and adapt to changing practices

# Evaluation

**Conducting an evaluation at the end of each training session is critical, as it allows one to evaluate the relevance and usefulness of the pedagogical product and activities developed.**

**It will allow the trainer to improve and adapt the material, resulting in better training sessions in the future.**

**One should, at least, evaluate the following:**

- ✓ Objectives and content of the training
- ✓ Structure and organization of the activities
- ✓ Value of the background material provided

(see the **Questionnaire** for an example of a training evaluation method)

## **Evaluating the training session will also allow one to adjust one's work plan as well as future needs and activities.**

In the **short-term** (6 months) each participant could identify a theme which he/she would like to investigate further. This theme should be in line with his/her institutional or personal priorities.

In the **medium-term** (6-18 months) each participant could identify training elements or activities in order to adapt the pedagogic product to his/her local context (country or regional issues, NAPA, national communication, etc).

In the **long-term** (18-36 months) institutions could define which training or communication activities they will undertake (e.g. creating thematic networks between trainers to exchange information and capitalize on synergies).

The trainer is free to use the slides contained in this training session as a starting point for developing his/her training material and may add, edit or delete slides as required. The trainer may also wish to draw on the lessons learned from this and other training sessions.