



‘Train the trainers’ activity session template

Day One: Session 1. Understanding and Defining the Competence

Targeted competences:

Project Development and Management

Connection to programme competences or aims

Defining of competence.

Project development and management is the competency to identify a need, analyze and define context and resources, design, develop, implement and enhance the action idea(s) with the aim of producing appropriate and feasible response(s).

Learning outcomes for the session

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

- Describe at least three ways in which a knowledge of Project Development and Management is useful in the achieving a goal in a particular context
- Identify the main elements of the competence of Project Development and Management.
- Define the competence of “ Project Development and Management”

Pre-requisite learning/competence

- Experience of working with students in non-formal contexts.
- Some knowledge of the stages of project development and management including the use of Gantt charts

Resources

- Laptop and projector, access to academic literature on Project Development and Management; examples from media etc of small scale successful projects

**Session duration**

2.5 hours

Number of participants

10-15

Session description [structure, parts, activities]

1. Welcome and ice-breaker activity: in twos, introduce two facts about your partner.
2. Introduction to session and its learning outcomes- presentation by trainer
3. Brainstorming- give brief examples of a project that you managed- whole group
4. Clarifying the key steps of project management- small group discussion and production of a Gantt chart based on an example of a real project
5. Development of a shared definition of project development and management and comparison with the DARE+ definition
6. Evaluation of the session

Mode of evaluation

15 min focus group discussion on achievement of learning outcomes



Day One: Session 2. Developing the Dimensions and Levels of the Competence

Targeted competences:

Project Development and Management

Connection to programme competences or aims

Dimensions and levels of competence.

Learning outcomes for the session

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

- Identify the main elements of the competence of Project Development and Management
- Review, revise and adapt the rubrics/tables with dimensions and levels of the competence of Project Development and Management

Pre-requisite learning/competence

Achievement of learning outcomes in Session 1 (learning outcomes 1 & 3).

Resources

- Dare+ rubrics for competence of Project Development and Management
- Laptop and projector, access to academic literature on Project Development and Management

Session duration

2.5 hours

Number of participants

10-15



Session description [structure, parts, activities]

1. The introduction to the session and the ILOs – presentation by the tutor
2. Small group activities:
 - a. 'Needs, causes, drivers' group- identifying these for a project on the example improving home energy use or other
 - b. 'Budgeting, team building, time management' group - constructing a budget, a team and a timeline on the energy project
 - c. 'Resources, communications' group- identifying domestic and local market resources, communicating the project to the family
3. Distribute examples of rubrics (DARE+ and optionally other proposals)
4. Groups compare the results of the small group activity above with the dimensions and levels in the DARE+ rubrics. Revision of the level descriptors in small groups to reflect own context; sharing in a plenary session
5. Evaluation of the session by means of satisfaction questionnaire (short 5 points)

Mode of evaluation

15 min focus group discussion on achievement of learning outcomes



Day 2: Session 2. Activities to Develop the Competence

Targeted competences:

Project Development and Management

Connection to programme competences or aims

Output 4_Design+ implementation IP

Output 7_Design of Methodology

Learning outcomes for the session

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

- Select and adapt training activities in context and with a view to the audience
- Organize and implement activities to develop the competence of Project Development and Management
- Evaluate the effectiveness of the session

Pre-requisite learning/competence

Achievement of learning outcomes in Session 2

Resources

- Dare+ rubrics for competence of Project Development and Management
- Laptop and projector, access to academic literature on Project Development and Management

Session duration

2.5 hours

Number of participants

10-15



Session description [structure, parts, activities]

1. The introduction to the session and the ILOs – presentation by the tutor
2. Introduction and modelling of activity 1 for students : ‘The Lemons and Cups’ activity [see Appendix 1]
3. Evaluation of activity 1 for students: plenary feedback
4. Introduction and modelling of student activity 2: ‘The Tower Building’ activity [see Appendix 1]
5. Evaluation of activity 2 for students: plenary feedback
6. Evaluation of the session by means of satisfaction questionnaire (short 5 points)

Mode of evaluation

15 min focus group discussion on achievement of learning outcomes