Training Facilitation Course: A training program on Effective Facilitation for Community based trainers/Facilitators

Organiser: Sahbhagi Shikshan Trust, Lucknow
Venue: Sahbhagi Shikshan Trust, Chhata Meel, Sitapur Road, Lucknow
Dates: 16th to 19th April, 2023
(4-days-Residential)

The effort of every organisation working in the social domain is to impact communities in a way that it improves their lives and living conditions. Here, the role of community-based facilitator is very important as they are the ones who are directly engaged in this process.

Being good at subject does not signify you are a good trainer/facilitator, and hence it does not ensure transfer of knowledge, skill etc. to the intended community collectives. It requires a lot of skills to become an effective facilitator. This begins at working upon oneself at first place. Where one understands how effective communication, having good leadership and decision-making skills can transform one’s overall personality as a facilitator. A facilitator should analyse the learning needs, understand the behaviour of the learner group and enable an environment where they can effectively participate.

The ultimate purpose of an individual working in the development domain is to enable change in the lives of individuals and community collectives. Facilitation does not only help in introducing that change, but also motivates the learners’ group to accept that change and internalise it for greater good. Facilitation in this context can be described as a process by which a group of people can be assisted to develop themselves on their own capacity and resources; as a means to accomplish activities in the fields concerning the welfare of the community at large.

Observing the importance of this process in any development programme, this training facilitation course is designed to enhance the capabilities of people who facilitate trainings at different levels and across various contexts. SST has developed a comprehensive training program for new as well as experienced trainers/facilitators based on participatory principles for effective facilitation process.

SST has been organizing similar trainings since 1991.
Objective of the Training:

- To understand the framework and philosophy of Participatory Training
- To understand the dynamics of group and group behaviour of learners/learners collective
- To enhance understanding and awareness about our own self and self-development focusing on facilitation skills like communication, decision making.
- To enhance understanding and competencies on designing training and facilitating the learning through the use of various training methods.
- To establish an understanding of various methods of evaluation of a training course and preparing training reports.

By the end of the training, the participants will have learned and internalized:

- Concept and meaning of participatory training
- Analyzing training needs and set learning objectives of the learners group
- Understanding about the relevance of collectives in the context of participatory training
- Understanding appropriate participatory training methods, tools, techniques etc.
- Designing effective participatory training and its various steps for facilitators
- Facilitating participatory training sessions
- Understanding different roles, a trainer/facilitator has to play during participatory training
- Importance of self and personality development as a trainer/facilitator
- Understanding on evaluation of training through participatory methodology.
In order to achieve the above outcomes, the following contents shall be dealt with during the training program:

- Philosophy and Principles of Participatory training
- Difference between conventional training Vs participatory training
- How to analyze training needs
- How to design a participatory training
- Principles of various methods of participatory learning
- Use of small groups in Participatory training
- Facilitating small group processes viz. participation, decision making, communication, leadership, conflict resolution in the behavior of community collectives.
- Role of trainers in participatory training and self and personality development of a trainer/facilitator
- Interactive Training methods – Lecture, Small Group Discussion, Role play, Case studies, Learning games, etc.
- Evaluation of a training program.

Participants
Functionaries of the CSOs who are presently involved as trainers or are willing to facilitate trainings in the future. The training can also be very much useful for the functionaries who are facilitating the community level processes in a participatory way.

*Note*: Please, note that this is very intense process-based training program and hence participants should be selected very carefully. Please, ensure that the person must have spent 1-2 years’ time in development programs/community level processes/training.

Methodology

- The training program shall be conducted in a participatory manner, in which participants are involved in mutual learning and sharing process.
- The sessions are made highly interactive so that no stone is left unturned in imparting the concepts and principles of participatory development.
- Emphasis is placed on using methods of adult learning such as small group discussion, case study, role-plays, simulations, video reviews, etc.
- Presentations of case studies and the material prepared on the theme forms the basis for group discussion. Direct reading, relevant exercise, and assignments on specific topic drawing lesson from their own context will supplement these.
- Participatory learning games and energizers are used to create a conducive environment for learning.

Language

Considering the background and participant’s profile this training program is conducted essentially in Hindi.

Total seat: 24
Trainers

Trainers shall be from Sahbhagi Shikshan Kendra, Lucknow. Most of them have an extensive record of providing participatory training at various forums across India.

Course Fees

The fee for the training program is Rs. 3000.00/- per person which includes tuition fee, cost of learning materials, stationary, staying, food charges, transportation, and service tax payable to the government, and other training expenses.

Please note that the whole training arrangement is made for only 4 days and any extra arrangement and stay shall be charged separately. The fee can be paid through Cheque/Demand draft in favor of “Sahbhagi Shikshan Trust” payable at Lucknow. Fee once paid as only 24 participants are confirmed. Full fee will be refunded in case participations is not confirmed by SST.

Please, don't send the fee unless your participation is confirmed.

Bank Details –
Name- Sahbhagi Shikshan Trust
Bank Name: - HDFC Bank Ltd.
Account Number: - 00781450000036 IFSC Code: - HDFC0000078
Branch Name: - Hazratganj Lucknow

Essential:

• The application shall be considered on first come first basis.
• The participants shall be provided with reference reading materials, bag with necessary stationeries, different exercises specially developed for trainers.
• Access to 24 hours free internet facility for the participants & Trainers
• Access to library of SSK

The Above-mentioned rates are inclusive of all taxes.

HOW TO REACH THE TRAINING CAMPUS.

The Training program will begin at 10:00 am on 16th April 2023 and all the participants are requested to arrive by 16th morning. Long-distance participants can come on the 15th night. Participants may plan their return journey on 19th April’ 23, in the evening.

Location of the campus and facilities: SST Training campus is located on the Lucknow-Sitapur highway-approx. 15 kms away from the Lucknow Railway station. Prepaid Auto/Ola/Uber services are available from the station/Airport. The campus has all the basic facilities. All the hostel rooms & training halls are air conditioned and the campus is surrounded with lots of green vegetation. The accommodation will be made in a 3 bedded spacious room with attached toilet & bathroom.
To attend this training kindly send the registration form to info@sahbhagi.org
The registration form is available along with this flyer.

SAHBHAGI SHIKSHAN TRUST
Sahbhagi Road, Chattameel (Behind Police Fire Station),
Sitapur Road, Lucknow- 226201
Phone: +91-9452293783, 9935302536
info@sahbhagi.org | www.sahbhagi.org