

## Training of Financial Trainers (5 days)

*Learning and using financial training skills to maximise impact*

### *Course overview*

The five-day course Training of Financial Trainers is aimed at equipping finance managers and staff, programme staff and other non-finance people, with the confidence to train others about finance. Whether working in a head office or internationally, it provides the knowledge and skills to effectively train other people in finance skills, using 'participatory' methods that help people to learn by doing.

The course covers the major areas of training – how adults learn, effective communication, preparing to train: setting objectives and training plans, delivery and evaluating training. The course requires participants to develop, deliver, and receive feedback on, a training session as part of the workshop.

The course is designed for those with a little or no experience of training, although existing trainers will find an increase in their confidence and a source of new ideas.

### *Methodology*

The course itself is participatory and provides practical tools for participants to use, backed up by clearly written materials. The style will include a balance of short inputs, discussion, group work, games and individual activities. It aims to be fun as well as being challenging.

The training itself aims to model appropriate methodology, that can be used by the participants in their own courses, and taught to others. The sessions are kept flexible and participants can bring any of their own material that they use in their own training to work on, and receive coaching support from the course facilitator.

### *Learning objectives:*

The aim of this course is to build the confidence and facilitation skills of participants to provide a participatory style of training in financial subjects.

At the end of this course, participants will be able to:

- use the ways in which adults learn to influence their own training delivery and make it effective
- write objectives and training plans to achieve desired learning outcomes
- plan and deliver participatory training methods confidently
- use culturally appropriate training techniques to enhance the learning experience
- work with others in planning and delivering training
- analysis needs and evaluate training, and use the results to improve training design.

### *How you and your organisation will benefit*

### *Course programme*

The emphasis of this training course is put on practice and exercises rather than on presentations:

- Group work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations

<p><b>Day 1</b></p>	<p><b>Welcome and introductions</b></p> <p><b>Challenges of training financial topics and how to use these creatively</b></p> <ul style="list-style-type: none"> <li>● Attempting to learn and the challenges</li> <li>● Overcoming a resistance to change making training fun</li> <li>● Overcoming the challenges of financial training</li> </ul> <p><b>Learning, training and how adults learn</b></p> <ul style="list-style-type: none"> <li>● Group dynamics and non-verbal communications</li> <li>● Learning for adults - what type of learner are you?</li> <li>● Participatory learning</li> </ul>
<p><b>Day 2</b></p>	<p><b>Presentation skills and expressing yourself well</b></p> <ul style="list-style-type: none"> <li>● Smart objectives and training plans</li> <li>● Using language and training finance subjects</li> <li>● Learning processes with a 'wow' – having a go</li> </ul> <p><b>Motivation, learning blocks and resistance to change</b></p> <ul style="list-style-type: none"> <li>● What motivates ourselves and others</li> <li>● How to overcome a resistance to change</li> <li>● Old learning versus new learning</li> </ul>
<p><b>Day 3</b></p>	<p><b>Troubleshooting and needs analysis</b></p> <ul style="list-style-type: none"> <li>● Dealing with difficult situations and people</li> <li>● Assessing competence and training needs</li> <li>● Tools to respond to the needs discovered</li> </ul> <p><b>Communication skills and participatory styles</b></p> <ul style="list-style-type: none"> <li>● Training a culturally diverse group</li> <li>● Experiencing participatory methods</li> <li>● Techniques for giving variety</li> </ul>
<p><b>Day 4</b></p>	<p><b>Providing feedback and working with groups</b></p> <ul style="list-style-type: none"> <li>● Reasons for giving feedback and how best to do it</li> <li>● Cultural differences in feedback</li> <li>● Listening and responding to a group</li> </ul> <p><b>Answering questions, adapting training and remembering key messages</b></p> <ul style="list-style-type: none"> <li>● Helpful ways for answering questions</li> <li>● Keeping people's attention and changing the programme as needed</li> <li>● Techniques to help a group remember key finance messages</li> </ul>
<p><b>Day 5</b></p>	<p><b>Preparing to run a training session</b></p> <ul style="list-style-type: none"> <li>● Preparation in groups</li> <li>● Running the session</li> <li>● Feedback and learning</li> </ul> <p><b>Assessing the learning and ending a course</b></p> <ul style="list-style-type: none"> <li>● Course evaluations – what are the best ways</li> <li>● Ending a course</li> <li>● Action planning from this course</li> </ul>