

Training New Trainers (TNT)

06.2023 - Rhune Van Cleemput

Background

Training New Trainers is an important event to teach new trainers the skill of facilitating a learning process. There are different parties involved, and there is a very tight program (40 hours in 6 days), so it's a bit different from a usual event.

Training Team: opens the calls for hosting entity, finds trainers, does participant coördination (together with host & trainers)

Trainers: team of 4-6 trainers. Their sole responsibility is providing the content of the program.

Host: facilitates the event. Provides 3 meals per day & snacks and coffee, in agreement with the trainers possibly a (light!) evening program, breaks, ... The host makes sure the trainers don't have to worry about anything and is (slightly) flexible if the program runs a little late.

Participants: 8-25 participants (amount can vary a lot). They should be able to enjoy the event to the fullest. The program is very full, so they need good food and plenty of snacks.

Role of the Host entity

The hosting entity is responsible for a smooth transition between breakfast and the start of the program, structure through the meals and a smooth and zero-stress evening program. Participants and trainers shouldn't have to worry about the accommodation, arrival, getting to the training venue on time or about being hungry (they will be tired for sure). Some experience with event organisation can be usefull as they need to be strickt in their time keeping.

One main coordinator is needed to coordinate the different tasks amongst the hosting entity (TC/trainers shouldn't have to worry about this, or be send in circles to 5 different people to get something done).

Tasks

Budget

- You should share the budget before registration opens with EGEA Training Team to agree on participant fee & avoid misunderstandings
- Only participants pay the participant fee, trainers don't. A reimbursement for the trainers should be included in the budget.
- There can be a small support from EGEA Europe available, this can change annually
- The maximum participation fee should be <30 euro/night/person. The participant fee can be differentiated between the different financial groups, like the AC (see Protocol Appendix C).

Draft budget

Under here you can have a look at what a draft budget could look like. We highly recommend to use excel for your budget so you can make some automatic calculations. This draft budget shows the major costs and incomes but we recommend making a more detailed budget further on in the organisational process (e.g. with real food prices, actual transport-costs, ...).

Income		Expenses	
Participant fee (pax x fee)	15 x 170 =2550	Sleeping accommodation (pers. x night price x nights)	15 x 10 x 6= 900
Trainers fee	0	Trainers' accomodation (8 nights)	5 x 10 x 8 = 400
Drinks sales *	300	2 Training rooms	2 x 300 = 600
Sponsoring	1000	Food (people x meals x price per meal)	20 x 18 x 3 = 1080
EGEA Sponsoring **	100	Transport (people x price)	20 x 20 = 400
		Logistics (flips, markers, tape, beamer rent, ...)	50
		Trainers' reimbursment	5x100=500

TOTAL IN	3950	TOTAL OUT	3930
-----------------	-------------	------------------	-------------

* drink sales e.g. 0,5 euro profit per drink x 5 drinks per person per day (for soda, beer in the evening)

** This is an estimation, not a promise of sponsoring. The real available support from EGEA Europe needs to be discussed with the treasurer every year.

Training Rooms

- 2 rooms with movable chairs and tables, enough space on walls or windows to hang flips.
 - The second can be smaller, should still be able to hold half the participants.
 - same rooms for whole event, no other users of the rooms, preferably lockable (should be safe to leave trainers material in the room)
 - Is it possible/allowed to stick and leave posters on the walls?
- Preferably close to outdoor space that can be used freely (where people won't look weird if we do strange games)
- Easily accessible between 8 am and 11 pm
- Preferably possibility to use the rest of the building for short periods (e.g. run in/ use the corridors for a game or smaller group activity)
- Close to lunch location
- Snacking allowed & possible (tea & coffee breaks)

Sleeping accommodation

- Everyone needs a bed/sleeping sofa (no isomat on the floor)
- Preferably shared accommodation for everyone; at least trainers share 1 accommodation

Food

- breakfast, lunch, dinner, snacks in the morning & afternoon, tea & coffee
 - slight flexibility with meal times is appreciated (e.g. if training runs half an hour late once or is finished earlier)
- NO beer included in participant fee (can be provided for a small price, along with soft-drinks)

Evening program

- The evening program should be very light (no partying until 5), but variation is nice (e.g. teambuilding, get to know games on the first night, quiz, "cultural fair - light edition", karaoke, powerpoint-karaoke, boardgame night, ...)

- This should be discussed with the trainers. They decide if they prepare an evening activity or ask you as a host to prepare this.

Training material

- loads and loads of flips (can e.g. be old cinema posters or so)
- many markers in colours of the whole rainbow (thick, but also thin)
- moderation cards in different shapes & colours ([example](#))
- paper tape
- magnets, whiteboard, flipchart
- beamer
- ...

Communicate with participants

- before: arrival, departure, packing list, evening program, ...
- during: logistics (when does breakfast start, evening program details, ...)

Welcome participants

- prepare activity for early arrivals
- instructions for late arrivals
- support late departures

Pictures

- make group picture & agree with trainers on pictures during the training sessions

Example Program

Training New Trainers - Program Example														
	Day 0	Day 1		Day 2	Day 3	Day 4	Day 5	Day 6	Day 7			Online	Online	
08:00	Trainer Arrival	P a r t i c i p a n t a r r i v e l	Trainers Meeting	Wake up & breakfast	Wake up & breakfast	Wake up & breakfast	Wake up & breakfast	Wake up & breakfast	Wake up & breakfast	08:00				
08:30														08:30
09:00					Check in	Check in	Check in	Check in	Check in					09:00
09:30														09:30
10:00														10:00
10:30					Session 2	Session 4	Session 6	Session 8	Session 10					10:30
11:00														11:00
11:30														11:30
12:00														12:00
12:30														12:30
13:00	Trainers meeting		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		13:00				
13:30														13:30
14:00														14:00
14:30														14:30
15:00														15:00
15:30			Welcome	Session 3A	Session 5A	Session 7A	Session 9A	Session 11		15:30				Session 12
16:00			Break	Break	Break	Break	Break	Break		16:00				
16:30										16:30				
17:00										17:00				
17:30										17:30				
18:00			Session 1	Session 3B	Session 5B	Session 7B	Session 9B	TtT Closing	18:00	Reflection group		Session 13		
18:30									18:30					
19:00									19:00					
19:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner		19:30					
20:00									20:00					
20:30	Chill evening Program		Reflection group	Reflection group	Reflection group	Reflection group	Reflection group	Party	D e p a r t u r e	20:30				
21:00														21:00
21:30														21:30
22:00			Chill evening program	Chill evening program	Chill evening program	Chill evening program	Chill evening program							22:00
22:30														22:30
23:00									23:00					
23:30	Sleeping	Sleeping	Sleeping	Sleeping	Sleeping	Sleeping			23:30					