



# Advanced Training of Trainers

## Visualisation in Participatory Programmes

**St. Ulrich, Black Forest**  
**Germany**  
**June 7 to 11, 2010**

- **Improve your trainer skills in a relaxing and stimulating environment.**
- **Practice VIPPP training methods and tools**
- **Strengthen your facilitation and visualisation skills with a small group of professional trainers and facilitators.**
- **Experience attractive training methods for creativity, intercultural dialogue, team work**
- **Apply quality standards and code of ethics for trainers.**
- **Design an individual training event and develop an own work plan under guided expertise.**
- **Join a growing community of practice of VIPPP-practitioners worldwide**



### Background:

Workshops and seminars for professional people are often formal affairs where participants are required to listen to a large number of speeches and power point presentations. Business meetings within projects or institutions or coordination meetings with technical advisors or stakeholders often result in one or two-person shows, lengthy presentations of past activities, and details of information about forthcoming work plans. These inputs do not usually require very active involvement of participants and do not bring about exchange of experiences, nor do they engender creativity or synergy among participants. There is a growing demand for alternatives to this dominant, status quo state of affairs in many national and international organizations working for health, social, economic and environmental research and interventions, whether in the non-governmental, non-profit sector, or in the public or private sectors.

The VIPPP approach breaks down this "seminar culture" by employing facilitation - usually a team of trained facilitators who bring to the participants methods for the interactive generation of new ideas produced through transparent processes, which help participants reach consensus. Group work becomes creative and productive. While participatory methods are widely known in the promotion of grassroots involvement in health,



social and environmental change programs or in overall development planning process, professionals and managers often encounter resistance in the use of such methods in their own workplaces. They also may lack facilitation skills as one part of their basic skill set. Even if it is more appropriate in some situations to have external support through engaging professional facilitators, it is necessary to create an institutional culture of facilitation by having trained staff with the knowledge and skill to be engaged in reorganising the institutional culture towards effective participation.

### Objectives:

1. To share, practice and update interactive methods and tools of training considering intercultural dimensions which will improve the atmosphere and outcome of almost any group event involving planning, decision making, and coordination of social change and development activities, multi-stakeholder conferences and training events.
2. To update and improve visualization, presentation and dialogue skills as elements that will improve communication and decision making in meetings, workshops and conferences.
3. To identify conceptual and methodological requirements for learner centred training events and to design an own training event.
4. To assess the present strengths and weaknesses of each participant as a trainer and to develop a personal plan for improvements.



### Participants:

This Training of Trainers is a specialised workshop for experienced trainers in the development sector from Asia, Africa, the Americas, Australia and Europe, who beyond the basics of VIPP want to improve their Trainer skills developing and designing their own training project. We expect a group of maximum 15 trainers and facilitators.

### Contents:

This VIPP-Training of Trainers emphasizes:

- Advanced facilitation and presentation skills, which will enhance group qualities, synergy and output, including attitudes, behaviours and values of the trainer.
- Repertoire of VIPP methods and tools used in Training
- Reflection about the intercultural dimensions of group events.
- Visualization skills using various media, including cards and charts, drawings and graphic representations.
- The logic and processes involved in Training events especially considering learning styles and group dynamics.

### Process:

In this training we combine short visualised inputs, individual tasks, group work, team cooperation, learning by doing and constructive feedback. Key concepts, quality standards and training formats are generated by all participants, a cooperative working style is encouraged and good group dynamics are essential parts of learning and practicing. We aim at the use of a variety of senses and both cognitive and emotional components during the training workshop.

The participants will group each day into different committees (eyes, ears and hands) to listen to contents, to see the processes and to organise the training venue and material.

## Venue:

St. Ulrich Monastery Training Center  
D-79283 Bollschweil, Germany  
(the Training Center is located near Freiburg at the edge of the Black Forest)  
Tel.: 0 76 02 / 9 10 1-0  
Fax: 0 76 02 / 91 01 90

Nearest airport is 1 hour away in Mulhouse/Bale (and 2 hours from Frankfurt – North and 2 hours from Zurich – Southeast).

**Time/date:** June 7 to 11, 2010

Arrival date is June 6 (any time) and departure date and time is after lunch on Friday June 11.

## Organizers and Trainer Team:

VIPP Core Group (Timmi Tillmann, Maruja Salas and Neill McKee or Nuzhat Shazhadi)

Website:

[www.southbound.com.my/vipp/index.html](http://www.southbound.com.my/vipp/index.html) and  
<http://vipp.wordpress.com/about/>

## Registration Fee

750 Euro or equivalent in US\$ for training fee, lodging (5 nights) in single rooms, full board, VIPP-Manual, CD with base material.

**We can offer a limited number of sponsorships to trainers from social movements, NGOs, networks. We encourage women trainers to apply. We can provide health insurance for your stay in Europe.**



Send Registration to:

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**Deadline for registration is  
April 16, 2010.**

**Programme structure:**

	Morning (8.30 – 12.30)	Afternoon (14.30 – 18.00)	Evening (7.30 – 9)
Monday June 7	<p><b>Introduction</b> to participants, objectives and program.</p> <p>Structure of a program. Different styles of openings. Different ways of knowing each other.</p> <p><b>VIPP Wrap up</b></p> <p><b>My training project</b></p>	<p><b>The intercultural dimension of facilitating group events</b></p> <p><b>Self-assessment</b> My own learning goals</p> <p><b>Trainer Experiences &amp; VIPP Application Experiences</b></p>	<p>Info-market – visualisation and presentation skills applied to success stories</p> <p>Establishing peer groups</p>
Tuesday June 8	<p><b>VIPP-Training Highlights and Concepts</b> Bottlenecks and key concepts/issues</p> <p><b>Training needs</b> Working on the training project</p>	<p><b>Methodological Reflection (MF)</b> Mountain walk-about (3 hours) in the Black Forest and visit to a local farm in the Black Forest</p>	<p>Summary of methodological reflection</p>
Wednesday June 9	<p><b>Facilitation task – hands on training methods</b></p>	<p><b>Standards for good Training and Evaluation scheme</b></p>	
Thursday June 10	<p><b>Design of future group events</b></p> <p><b>Creativity tools for innovative design</b> Requirements/ideas for venues (checklist) and lay out of setup</p>	<p>Presentation of work plans and feedback. Script of the events.</p>	<p>Social event</p>
Friday June 11	<p><b>Local Training Material and Resources for Backstopping and Self-improvement</b> Documentation formats and standards</p> <p><b>Training events (global, regional, national) and teams</b></p> <p><b>Self-assessment</b></p> <p><b>Evaluation techniques</b> Final evaluation</p>	<p>Departure</p>	