



# ReSPA

**Regional School of Public Administration (Phase 2)**  
This programme is financed by the European Commission

 **National School  
of Government**



## **Training programme on *Participative Training Techniques***

*A programme organised in cooperation with the National School of Government (UK)*

**Skopje, 28-30 June 2010**

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### **PROGRAMME**

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#### **Background**

When realising that Civil Servants need to be able to apply theories and concept in an effective way in their daily practice, the emphasis in training is more and more laid on skills. This implies that also during the training methods need to be used that makes it possible to focus on skills training. Engaging participants in the learning process is an important element to achieve these objectives. This programme will assist in the process of effectively engaging people to ensure their views are taken into account so that the organisation is able to move forward and meets its objectives in a transparent and effective way.

#### **Overall Aim**

This 3-day programme will provide participants with a basic understanding of **Participative Training Techniques** in order to help groups achieve successful outcomes.

#### **Objectives**

On completion, participants will be able to:

- Describe a process of facilitation/ participative training techniques
- Identify the stages of group development and describe appropriate facilitator interventions
- Describe how facilitation skills can be used to help groups and individuals achieve their goals, including dealing with difficult situations
- Demonstrate group facilitation and give and receive feedback

#### **Method**

The programme will be implemented through a variety of training methods (presentations, group work, discussions, skills practice etc) as well as the use of best practice and personal experience.

#### **Location**

The programme will be organised in Skopje (former Yugoslav Republic of Macedonia)

#### **Participants**

The programme is for participants who want to develop their knowledge and skills in interactive training techniques to assist in the facilitation of individuals and groups.

#### **Number of participants**

The maximum number of participants is 21.

#### **Dates**

28-30 June 2010

#### **Trainers**

Jo Metcalf  
Quentin Oliver

## **TUESDAY 28 JUNE 2010**

- 10.00      **Welcome & domestics**
- 10.10      **Introduction of the participants and trainers**
- 10.30      **Overview of the training**
- 10:40      **Process Contract – development of a learning contract for the group**
- 11:00      Coffee break
- 11:20      **Definition of Facilitation - Developing the knowledge of participative learning and defining a common understanding**
- 11:45      **4 Ps model - A method of defining facilitation and participative learning**
- 13:00      Lunch break
- 14:30      **Key Skills & Knowledge - Developing the key skills and knowledge in facilitators**
- 15:15      **Methods and Techniques - Exploration of key techniques and methods in facilitation**
- 15:45      Coffee break
- 15:30      **Group Development – The use of Tuckmans model of group development**
- 16:00      End of the day's programme

## **WEDNESDAY 29 JUNE 2010**

- 09:00      **Any Questions from day 1**
- 09:05      **Group Dynamics – The use of Bions model of group dynamics**
- 10:00      **Dealing with difficult situations – How to deal with difficult situations**
- 10:45      Coffee break
- 11:00      **Briefing for practice sessions and design work - Time to design sessions**
- 12:30      Lunch break
- 14:00      **Design work - time to design sessions.**
- 14:15      **Practice sessions**  
Session 1: 14:05 – 14:45  
Session 2: 14:50 – 15:30  
Session 3: 15:35 – 16:15
- 16:15      End of the day's programme

**THURSDAY 30 JUNE 2010**

09:00      **Check In and begin practice sessions**  
              Session 4: 09:15 – 09:55  
              Session 5: 10:00 – 10:40

10:40      Coffee break

10:55      **Practice sessions - continued**  
              Session 6: 11:00 – 11:45  
              Session 7: 11:50 – 12:30

12:30      Lunch break

14:00      **Practice sessions - continued**  
              Session 8: 14:00 – 14:45  
              Session 9: 14:45 – 15:15  
              Session 10: 15:15 – 16:00

16:00      **Review in plenary**

16:45      Close