



Training of Trainers on EU Accession Negotiations

Organised by the College of Europe
Danilovgrad (Montenegro), 5-9 November 2012

PROGRAMME

Preliminary Remark: a few words about the College of Europe

Founded in 1948 as the world's first university institute of postgraduate studies in European affairs, the College of Europe is a centre of academic excellence preparing individuals to work and live in an international environment and to contribute to the functioning and progress of an increasingly interdependent European and international society. In addition to its five masters programmes, the College of Europe designs and implements professional training courses in EU affairs targeted at public officials, private sector professionals and decision makers, as well as staff of civil society organisations.

As the College of Europe is constantly adapting its academic programmes to the recent developments at the European and international levels, its professional training expertise follows the same evolution. The College of Europe is therefore active on issues such as the EU's enlargement process to the Western Balkans, and more particularly on the EU Accession Negotiations. Those recent experiences include a two-year service contract with the EU Delegation in the Republic of Serbia ("European Integration Scholarships", EuropeAid/128558/C/SER/RS), as well as a series of tailored courses designed upon request of beneficiary institutions. Moreover the College of Europe possesses a sound track-record in "Training of Trainers" courses, also proven by its experience in contributing to set up master programmes and European studies institutes worldwide.



Objectives of the course

The overall objective of this five-day “Training of Trainers” on EU Accession Negotiations is to train selected participants to become experienced trainers on EU accession negotiations. The main objective is therefore not to prepare them to act as negotiators, as this is not their professional background nor field.

More specifically, the expected outcomes of the course are the following:

- Improved communication and training skills, in particular when presenting the EU accession dynamics (process and negotiations);
- Practical experience gained of EU accession negotiations via a simulation exercise;
- Practical experience gained in acting as a trainer running a simulation exercise of EU accession negotiations;
- Practical experience gained in acting as a trainer providing constructive feedback;
- Personal training manual drafted, based on the learning outcomes described above.

As a result, upon completion of this five-day ToT, participants will have learned how to independently design and lead a training course on EU accession negotiations including a simulation exercise for their peers/colleagues to be familiarized with the process and gain experience in that area.

Target Group

The training is targeted at:

- civil servants with solid experience on delivering trainings, working and training adults, organizing and delivering presentations for larger groups;
- civil servants and employees who are working at the national training institutions and would like to develop and expand their skills/knowledge.

This ToT is therefore targeted at advanced trainers with proven experience in delivering training courses in related fields. When applying, candidates are invited to indicate the training courses they have delivered in the past (title, dates and duration, profile of the participants who attended, brief description).



Methodology

The five-day Training of Trainers course on EU Accession Negotiations is designed following a hands-on and learning by doing approach. Participants act both:

- as participants to experience the negotiations dynamics;
- and as trainers to practice the (negotiation) skills required.

Active participation is therefore required throughout the training.

The working language is English, without interpretation.

Three experienced trainers guide the participants through a **series of group assignments**, as detailed on the provisional programme. Group assignments are first clearly explained, performed for some of them in smaller groups, and extensively debriefed, so that participants are encouraged to draw their own conclusions and lessons learnt.

Constructive feedback is highly valued throughout this training, not only from the experienced trainers selected to deliver the course, but also from the participants themselves, as a means to prepare themselves to act as trainers.

In addition each participant will have, upon completion of the training course, **drafted his/her own training manual** (preliminary version prepared by the trainers). At the end of each cluster and under the guidance of the trainers, participants indeed summarize the lessons learnt, best practices, do's and don'ts, and other elements of importance for their future assignments as trainers on EU Accession Negotiations.

Lastly, in terms of course schedule, **'wrap-up and Questions & Answers' sessions** are included at the end of most of the days; classes do not exceed six hours per day.



Workshop Trainers

The training course is designed by the College of Europe, in cooperation with the Regional School of Public Administration. Three trainers have been selected to jointly deliver the course, guaranteeing high-level quality results in the different dimensions required for this Training of Trainers course on EU Accession Negotiations.

EU accession expert: hands-on experience of the process

Ms Mirna Vlasic Feketija (Croatian) worked from 1998 to 2001 on topics related to the EU in the Government Office for European Integration, then for two years as the Chief of the Minister's Cabinet in the Ministry of Environmental Protection and Physical Planning. From 2003 to 2005, she worked as an Advisor in the Ministry of European Integration (in the Minister's Cabinet and in the Directorate for the Coordination of the Foreign Assistance and Cooperation with the EU), and from May 2005 onwards she joined the Government of the Republic of Croatia as Secretary of the Coordinating Committee for the Accession Negotiations of the Republic of Croatia to the EU.

Negotiations expert: expertise on EU negotiations skills

Mr Alejandro Ribo Labastida (Spain) is visiting professor at the College of Europe (Bruges, Belgium, and Natolin, Poland) and at the Moscow State Institute of International Relations (MGIMO) of the Russian MFA, as well in other universities. He has a long experience in running EU negotiation simulations on Community topics and on the Common Foreign and Security Policy for both university students and public officials. Currently, he is working on the application of new information and communication technologies to policy-making and on group dynamics in international negotiations.

Expert on trainers'/training skills: coaching future trainers

Mr Wim Vogelaere is associate-founder and working as a trainer in the training company "Reflect to grow" based in France. He is a Belgian professional trainer and consultant working in the European framework. Over the years he has been working as a trainer in particular for the European Institutions, the Flemish Government, the College of Europe, companies and several NGO's. His passion is working with different types of groups on a regional or international level. He is specialised in topics such as: Intercultural learning and Diversity, Group dynamics and Teambuilding, Training of Trainers, Team communication, Training and presentation skills, etc.



PROVISIONAL AGENDA

The programme below should not be considered as final; an updated version will be sent to participants at least three weeks prior to the start of the course.

Day 1

9.30-10.00 Registration, Welcome & Presentation of the Programme & Trainers

10.00-10.45 Presentation of the Participants

Focus on training experience and current/future role as trainers.

10.45-11.15 *Coffee Break*

11.15-12.30 Exercise on Negotiations (focus on skills)

Debriefing & Discussion

12.30-14.00 *Lunch Break*

14.00-16.30 Challenges of Explaining the EU Accession Negotiations

Part I: Focus on process and communication/training skills

14.00-14.45 Divided into groups, participants finalize their presentation

14.45-15.45 Participants act as trainers

15.45-16.00 *Coffee Break*

16.00-16.30 Feedback on presentations

Do's and don'ts in terms of communication/training skills

16.30-17.00 Wrap-up and Q&A

Social/Evening.



Day 2

9.30-12.30 Challenges of Explaining the EU Accession Negotiations

Part II: Focus on actors/dynamics and communication/training skills

09.30-10.00 Divided into groups, participants finalize their presentation

10.00-11.00 Participants act as trainers

11.00-11.15 *Coffee Break*

11.15-12.30 Feedback on presentations

Do's and don'ts in terms of communication/training skills

12.30-14.00 *Lunch Break*

14.00-14.30 Presentation of the Training Manual to be developed

14.30-15.30 Drafting the Training Manual

General Negotiations & Communication/Training Skills

15.30-15.45 *Coffee Break*

15.45-16.30 Introduction to the Simulation Exercise on EU Accession Negotiations
& Allocation of Roles

16.30-17.00 Wrap-up and Q&A

Day 3

09.30-12.30 Simulation Exercise on EU Accession Negotiations

Participants play their given role (EU Member States, European Commission, Presidency, Candidate Country)

Participants are also asked to take note of how the others behave as negotiators to later on provide a constructive feedback.



12.30-14.00 *Working Lunch*

Participants & experts debrief and discuss the Simulation Exercise

14.00-15.30 *Drafting the Training Manual*

Analysis of the Simulation Exercise

How to provide constructive Feedback

15.30-15.45 *Coffee Break*

15.45-16.45 *Designing a Simulation Exercise on EU Accession Negotiations*

Part I: How to Proceed?

Trainers demystify the process and share experience

16.45 -17.00 *Wrap-up and Q&A*

Day 4

09.30-11.30 *Designing a Simulation Exercise on EU Accession Negotiations*

Part II: Learn by Doing

Divided into groups, participants start designing a case of their own

11.30-12.30 *Debriefing and Discussion & Drafting the Training Manual*

*Designing a Simulation Exercise on EU Accession Negotiations:
challenges; do's and don'ts, best practices*

12.30-14.00 *Lunch Break*

14.00-15.00 *Preparing to Run a Simulation Exercise on EU Accession Negotiations*

*Divided into groups, participants prepare to act as trainers (and as
negotiators for the other participants)*

15.00-16.15 *Running a Simulation Exercise on EU Accession Negotiations*



Two simulation exercises in parallel, with video recording

16.15-17.00 Debriefing & Discussion

Day 5

09.30-10.45 Running a Simulation Exercise on EU Accession Negotiations

Two simulation exercises in parallel, with video recording

10.45-11.30 Debriefing & Discussion

11.30-11.45 Coffee Break

11.45-12.30 Drafting the Training Manual

Running a Simulation Exercise on EU Accession Negotiations: challenges; do's and don'ts, best practices, training skills

12.30-14.00 Lunch Break

14.00-14.45 Presentation of the Training Manual
& Final Discussions

14.45-15.30 Conclusions & Final Q&A

15.30-15.45 Awarding of Certificates