

**Regional Training and Consultancy Programme on
Public Administration for the Mediterranean Partners
(EuroMed Training of Public Administrations)**

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**EUROMED TRAINING OF PUBLIC
ADMINISTRATIONS**

Train the Trainers Seminar:

**Development and Management of Training
Programmes and Training Techniques**

PROGRAMME

Barcelona, 31 January - 4 February 2005

With the financial support of the:



European Commission (EC)
MEDA Programme

Programme Management Unit:



**Institut Européen
d'Administration Publique – Centre Européen des Régions (IEAP-CER)**

**European Institute
of Public Administration – European Centre for the Regions (EIPA-ECR)**

INTRODUCTION and GENERAL INFORMATION

PRESENTATION

In conformity with the contract signed by the European Commission on 27 December 2003, the activities of regional scope include a series of 3 training seminars for trainers. At the inception conference held in Brussels on 19 April 2004, it was agreed that two of these seminars should target full- and part time trainers and training organisers. The seminars should be devoted to the identification of training needs, the development, implementation and evaluation of training programmes, and training techniques. The programme aims at providing practical methods and tools as well as examples of training materials with focus on training related to improving the capacity among the Mediterranean Partners to implement the Association Agreements between them and the EU.

ENVISAGED RESULTS

The seminars aim at:

- facilitating and improving the preparation and implementation of national training programmes with specific focus on such programmes supporting the implementation of the EU Association Agreements, which are currently carried out in the Mediterranean Partners' countries;
- furthering co-operation at bilateral and multilateral level in the field of human resource development and training within the public administration; and
- encouraging networking and the exchange of experience, knowledge and good practices.

PARTICIPANTS

The participants should be

- full-time trainers and training organisers. This includes staff from national or central public administration training institutions, who are or will be involved in public administration and EU-related training on a full-time basis; and
- part-time trainers include officials and experts holding positions within the public administration, trade associations, unions as well as academics teaching at universities, who will organise and/or provide training sessions for officials from public administration in parallel with or as part of their full time position.

In addition, they should have a good command of the English and/or French language.

The participants should be in a position to prepare, manage and/or deliver training programmes. It would also be an advantage, if they are in a position to become contact points for future activities and the setting up of administrative and training networks.

WORKING METHODS

The seminar will consist of a combination of presentations, workshops and training on the topics of the seminar, including analysis of training needs, programme design, presentation techniques and the development of motivating learning environments. It will also include case studies, where experts and officials from both old and new EU Member States share and discuss their experiences in the areas covered by the seminar. The last day will consist of brief presentations by each Mediterranean Partner and evaluation of the seminar.

The seminar aims at being very interactive, so the participants will be asked to have a dynamic role in the implementation of the activity.

WORKING LANGUAGES

The seminar will be held in English and French, with simultaneous interpretation during the working sessions.

VENUE OF THE SEMINAR:

Hotel "Catalonia Berna"
Roger de Llúria, 60
08009 Barcelona -Spain
Tel.: +34 93 272 00 50
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PROGRAMME ORGANISATION:

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(*) *More information about EIPA and its research and training activities can be found via our web-site: www.eipa.nl*

PROGRAMME

Monday 31 January 2005

09.30 Arrival and Registration

09.45 Introduction

Andreas HAVELKA, Operations Manager, DG EuropeAid Cooperation Office, European Commission, Brussels (B)

Eduardo SÁNCHEZ MONJO, Supervisor, EuroMed Training for Public Administrations Programme; Director, European Centre for the Regions (EIPA-ECR), Barcelona (E)

10.00 Mutual Introduction

Peter GOLDSCHMIDT, Train the Trainers Principal Expert, EuroMed Training of Public Administrations Programme; Senior Lecturer, Unit for European Public Administration and Management, EIPA Maastricht (NL)

Marta DARULOVA, Director of European Integration Department, Academia Istropolitana Nova (AIN), Bratislava (SK)

Participants

- presentation of programme (including objectives and methodology) and speakers
- individual presentation of participants, including their interests and expectations

10.45 Break

11.00 The EU and MEDA

Andreas HAVELKA

- The Barcelona Process
- The MEDA Programme
- Questions and discussion

12.15 Break

PART ONE: SETTING THE SCENE

12.30 Adult Training - An Overview

Peter GOLDSCHMIDT

- principles, needs, objectives and different types of training
- definitions and terminology
- discussion

13.45 Lunch

15.00 Setting the Scene I: Introducing the EU

Peter GOLDSCHMIDT and Marta DARULOVA

- quiz (what do participants already know?)
- history and objectives
- the Three Pillars

16.30 Questions and Debate

17.00 End of the day's proceedings

Tuesday 1 February 2005

09.00 Setting the Scene II: Introducing the EU (continuation)

Marta DARULOVA

- a re-familiarisation of the EU as a Common Market
- the implementation of the Common Market: the roles and responsibilities of the Member States and the EU Institutions
- discussion

10.30 Break

PART TWO:

TURNING POLITICAL AND LEGAL OBLIGATIONS INTO ACTION

11.00 The Association Agreements

Peter GOLDSCHMIDT

- legal basis and nature
- implementation requirements
- organisational and training development needs
- questions and discussion

12.00 EU Information Policy and Documentation

Marta DARULOVA

- overview of the EU's information policy
- introduction to the main sources of EU information and documentation with focus on electronic media

13.00 Lunch

14.30 Case Study

Marta DARULOVA

- experiences from a new EU Member State: Law approximation and development of implementation capacities in the Slovak Republic, both with regard to organisational aspects and human resources
- discussion

15.45 Workshop

Peter GOLDSCHMIDT

- participants will be given assignments to prepare short presentations for tomorrow on training traditions in their respective countries, including needs identification, training plans, objectives of training, training programmes and methods as well as any problems and/or successes they may have experienced.

16.00 End of the Day's Proceedings - Group Preparation of Presentations

Wednesday 2 February 2005

PART THREE:

TRAINING NEEDS ANALYSIS, PLANNING & EVALUATION

09.30 Workshop

Peter GOLDSCHMIDT and Sotos SHIAKIDES, Training Officer, Cyprus Academy of Public Administration (CAPA), Lefcosia (CY)

- participants present (5 minutes) and discuss in plenary training traditions in their respective countries, including needs, objectives, programmes, methods, problems, successes, etc.
- the objective of the workshop is two-fold: first, to establish a level playing field by exchanging past experiences and future aspirations with regard to human resource development; and second, to help the trainers team to make the training as relevant for the participants as possible.

11.00 Break

11.30 Needs Analysis

Sotos SHIAKIDES

- analysing needs
- identifying participants
- setting training objectives and priorities

13.00 Lunch

14.30 Programme Design

Peter GOLDSCHMIDT

- the influence of training objectives, learners, time, etc., on programme design
- different types of sessions and when to use interactive methods
- programme designs

15.45 Break

16.00 Training and Programme Management

Sotos SHIAKIDES and/or Peter GOLDSCHMIDT

- planning, co-ordination and delegation
- budget
- speakers and materials
- timing, facilities, atmosphere

17.00 End of the day's proceedings

Thursday 3 February 2005

09.00 Evaluation

Sotos SHIAKIDES

- objective and approach
- method(s)
- making use of evaluation results

10.30 Break

10.45 Case Study

Sotos SHIAKIDES

This session will discuss experiences from Cyprus relating to needs analysis, training management, evaluation and/or training planning

11.45 Debate

12.00 Break

12.15 Presentation Techniques

Peter GOLDSCHMIDT

Frank LAVADOUX, Senior Lecturer, European Decision-making Unit, EIPA Maastricht (NL)

Based on what has been seen during the seminar, this session will discuss presentation techniques and give pointers as to what to do and not to do

13.30 Lunch

15.00 Introduction to Workshop

Participants, Peter GOLDSCHMIDT and Frank LAVADOUX

The participants will be asked to prepare outlines for seminar programmes or a session, including choice of method and materials

17.30 End of the day's proceedings

Friday 4 February 2005

09.00 Workshop Debriefing - Part 1

Participants, Frank LAVADOUX and Peter GOLDSCHMIDT

Participants will analyse and discuss presentations of outlines for training sessions. In addition, the session will discuss communication and behaviour and how to deal with conflictual situations and difficult participants.

10.30 Break

11.00 Workshop Debriefing - Part 2

Participants, Frank LAVADOUX and Peter GOLDSCHMIDT

Analyse and discuss presentations of outlines for training programmes. The session will review both objective and structure as well as linking the proposed programme with needs and methods.

12.30 Conclusions and Evaluation

Participants, Stéphanie HOREL, Coordinator, EuroMed Training for Public Administrations Programme, European Centre for the Regions, Barcelona (E), and Peter GOLDSCHMIDT

13.00 Final Declaration

Stéphanie HOREL

13.15 Closure of the Seminar

Peter GOLDSCHMIDT and Stéphanie HOREL

13.30 Lunch
