













2.3. Training tools

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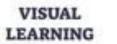




Learning styles and tools

LEARNING STYLES







AUDITORY LEARNING



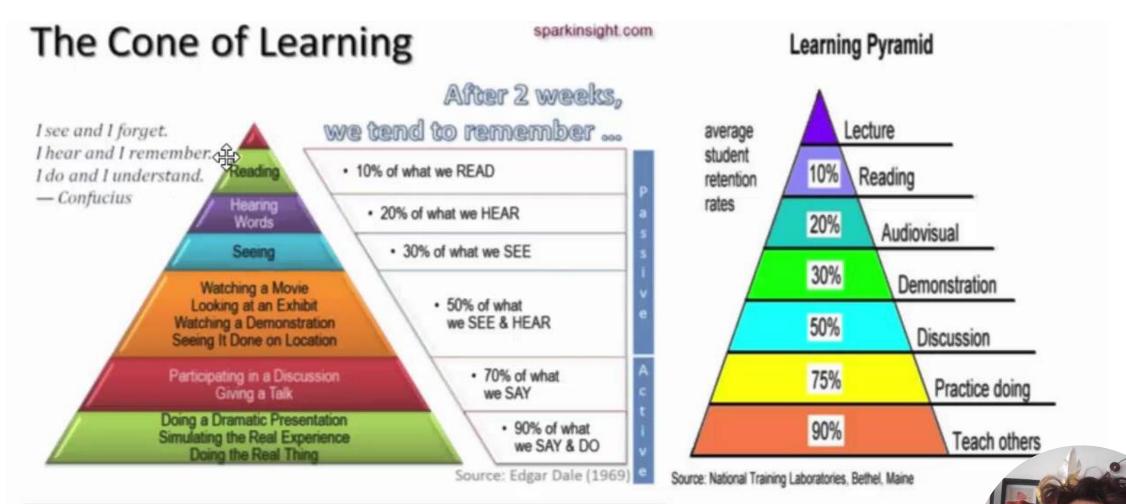
KINESTHETIC LEARNING



READING/WRITING LEARNING







Media and training

- The use of media has been part of everyday teaching for decades, whether it is images projected on the wall, sound recordings or films. These analogue media have largely been replaced by digital media, which have expanded the learning environment.
- Many tools are available online on social farming: podcasts, interviews, films, speeches at conferences, etc.

Lesson

- The frontal lesson has always been considered the main symbol of a traditional, transmissive and "passive" school.
- Scientific evidence indicates that in order to improve participants' learning, it is necessary to transform it into a structured and interactive lesson, with the use of the principles that govern any form of effective teaching.



Some precautions

- Explain the lesson objective
- Ask if participants already know the topic and/or have first-hand experience
- Clearly explain, give examples and highlight the most important issues
- Present experiences and case studies
- Asking for comments and soliciting questions
- Provide for group work
- Summarize and conclude to give the lesson completeness



Seminary

- Identify goals and select content
- Identify people who can speak, including the moderator
- Prepare materials to allow participants to arrive prepared
- Provide short speeches and moments of discussion
- Organize a moment of discussion among the training participants after the seminar
- Prepare a summary report to be given to participants
- Logistical and organizational aspects



Workshop

Activity similar to the seminar, but more opportunities for discussion. It is aimed at deepening practical aspects and generally is organized with small interventions and group discussion activities. You need to:

- > Identify goals and select content
- Identify any experiences or interventions
- Choose the methods: brainstorming, group work, world café, Metaplan, etc.
- Provide for the synthesis of the results and the discussion in plenary
- Producing a synthesis

Training on the job

- It is a practical approach that allows people to acquire new skills directly in the field.
- it is based on three fundamental points: observation, practical execution, presence of a supervisor
- On-the-job training sessions are mainly attended by less experienced people, who need to quickly understand how to carry out the activity, roles, and users.
- Insurance agreements and coverage are required

Types of on-the-job training

- **Coaching**: The participant is supported for a period of time by a company coach or a senior employee. The latter instructs the worker in the field, showing him how the work is carried out, answering questions, providing best practices and in general transferring to the resource all the notions necessary to carry out the work independently.
- Mentoring: it is an on-the-spot training methodology in which the worker is entrusted with a reference
 figure for every work need. The mentor not only explains how and which activities to carry out, but
 guides him/her in his/her choices, supports him and aims to develop a sincere, transparent and
 supportive relationship, following the worker in his/her professional growth.
- Structured training: It is a highly personalized methodology. The goal here is to plan step-by-step everything the worker needs to know to get the job done. It is a 360° approach that includes field sessions, exercises, assessment of acquired skills and sometimes even classroom lessons. In this cathere are multiple people supporting the training participant.
- Job rotation: the goal is to promote knowledge of all the tasks and activities carried out in the c
 with a view to having people able to carry out most of them.

Learning visits

One or more visits to one or more experiences; participants learn from the experience motivations, strategies, activities, challenge to be solved or solution to be implemented, etc.

When to use it?

- Gain new knowledge and/or learn directly from a project or program
- Establish direct contact with beneficiaries, community members, and/or key stakeholders
- Build networks and partnerships
- Customize, replicate, and scale up tried and test development solutions

How to organize a learning visit

- Identify the reality to visit based on the objectives to be achieved
- Contact the experience to be visited and agree on the contents, any activities to be carried out (e.g. group work, interviews, workshops, etc.), the people to be met
- Organize the logistical aspects
- Prepare information material for participants
- Prepare schemes to collect information and observations or other teaching materials
- Organize group work, interviews, workshops and any other activities
- At the end, make a summary of the results to be delivered to the participants



- The Cross Visit Method: https://agrispin.eu/wp-content/uploads/2016/11/Cross-Visits Improved-Methodology-1.pdf
- Adult Education Methods Training methods for Vision Zero workshops – a tool for trainers https://visionzero.global/sites/default/files/2018-08/2-VZ-adult-education-methods.pdf