

# **TRAIN THE TRAINER (TTT) ACTIVITY REPORT**



**Training Venue:**

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION (YWCA)  
CENTRE IN FREETOWN SIERRA LEONE**

**From 24<sup>th</sup> June – 5<sup>th</sup> July 2013**

**Prepared by: Christine B. Baralemwa and  
Pascal Ngona Busu**

## **1.0. INTRODUCTION**

The Train the Trainer (TTT) workshop took place in Freetown Sierra Leone from the 24<sup>th</sup> June to the 5<sup>th</sup> July 2013. The TTT was a result of a request by the people of Sierra Leone in the interest to heighten and build a trainer base under the umbrella of The Network of Christian Response to HIV/AIDS in Sierra Leone (Nechras). The training objective on the part of the participants is seen as a foundation against which other feasible activities will be built upon with the aim to realize a multiplier effect overtime.

### **1.1 Trainers**

Included:

1. Bibian Christine Baralemwa – Lead Trainer
2. Pascal Ngona Busu – Trainer and Program officer PACANet

### **1.2 Participant Representation**

The training drew 20 participants from the Anglican institution, Nechras, and self-sponsoring individuals. Participants drew a beautiful combination of persons from the different walks of life and working experiences to include church leaders, teachers, university students, university professors, bankers, and other self-employed persons. Some of the participants had been involved in training activities while others were looking forward to putting their newly acquired skill to practice. **(See Appendix 1: List of Participants)**



**Participants and trainers**

## **2.0. THE TRAINING**

The Training kicked off with a devotion session, with preaching delivered by Pastor Joseph John Bull. The preacher drew his teaching from 2 Timothy 2:15, and implored his fellow participants to take the training as a God given opportunity to improve on what they already have, and as an empowerment for further action that would add value to their diverse efforts.

The Reverend Edward Baralemwa - Executive Secretary of PACANet - opened the workshop. In his message, the Reverend welcomed the participants from the various places of Sierra Leone. He indicated that the Workshop is part of the continuing joint efforts of PACANet to strengthen the church's response to HIV and AIDS in Africa. He further explained PACANet's '**Development Goal**'; To positively engage and position the church in Africa as an effective and efficient partner in the response to

HIV and AIDS. The training was an effort to strengthen national capabilities in African countries. He added that this training was unique in that the participants had requested for and had gone ahead to pay for the training which was indicative of commitment to the training, and hence great expectations from the training. He introduced the trainers as highly experienced and reputable trainers, who were part of a wider team of an excellent team of resource persons from the PACANet pool.

2.1. Participants Expectations were classified under three theme areas Knowledge, skills and attitudes. Each participant was asked to write down 2 of their expectations on cut out pieces of Manila paper that were later pasted on the wall/in the parking lot.

- ❖ Know more about PACANet
- ❖ Acquire basic skills of being a trainer
- ❖ Acquire Perfect skills in training
- ❖ Learn how to prepare a training program
- ❖ Meet new people
- ❖ Make new friends
- ❖ Receive a Certificate at the end of the training
- ❖ Receive training Handouts related to the training
- ❖ Complete the training curriculum

## **2.2. Ground rules**

Participants came up with guiding principles for the entire period of the training. These included;

- Keep time (Punctuality)
- Respecting other participants' points of view
- Switch phones off or put them on silent mode
- Avoid small meetings while the main session is going on
- Talk one person at a time and avoid interrupting when someone else is speaking
- Active participation by all participants

## **3.0. Broad Objectives of the Training**

**To provide participants with the opportunity to acquire and practice skills in facilitating training programmes that will address issues concerned with teaching and learning rather than the actual subject matter on HIV and AIDS**

3.1 The training's 3 stated specific objectives were achieved; Participants through the various assessment techniques were able to;

- **Describe** the various learning styles and how they relate to adult learning
- **Design** a Training Needs Assessment, set learning objectives and design Training Program
- **Demonstrate** the application of main principles, methods and facilitation skills of adult education through micro-training sessions that were video-taped and re-enacted

### **3.2 Training Methodology**

The following methods among several others were used to deliver content to the participants; Participants were divided into 5 groups that facilitated a smoother process in some of the content delivery.

Training styles included but were not limited to: Audio Visuals (which included Power points and still pictures), Interactive lecture presentations, group based discussions, role plays, skits, brain storming, question and answer sessions, case analysis, games and jokes, song and drama, regular quizzes, testimonies and Sharing of real life experiences, Assignments / Test, Recap, Simulations through micro trainings, among others.



**Group preparing for micro training session**

### **3.3. Indicative Content**

The following content was covered during the course

1. Brief Presentation on PACANet
2. Self- awareness exercise
3. The training process (Overview)
4. Dynamics of adult learning
5. Building a learning group
6. Training Needs Analysis
7. Training Program design
8. Learning Objectives
9. Training Methods
10. Facilitation skills
11. Communication skills

12. Budgeting for a training
13. Overview of monitoring and evaluation of the training program
14. Micro-Training
15. General Feedback (**Appendix 2: Timetable**)

### 3.4. Workshop Evaluation

The training evaluation report is extracted and based on observations, Evaluation forms that were distributed to participants to fill anonymously on a daily basis, an end of training evaluation given to them to fill on the last day of the training, and the pre- and post-course assessment tests, and a brief interactive question and answer session at the end of the training (Attached are evaluation form samples).

Generally the course was rated by the participants as very useful.

**Devotion and prayer time Evaluation:** As is the norm with other Pacanet training programs, thirty (30) minutes at the start of the day dedicated for daily devotions was a great delight for all the participants. It was highly respected, with sermons that gave perspective to the day. The devotion session was also an active tool in getting participants come in time as none of them wanted to miss devotions time. Each group endeavored to perform to their very best.

**Content Evaluation:** The participants expressed that the subjects were very informative with much of it being heard for the very first time. They found sessions very engaging, interesting, fruitful and enjoyable. They reported that they were going to use the knowledge acquired to improve and add value to their work. The Participants however expressed that there was need for more time to be allocated to the training to enable participants cover a lot more content in regard to being a seasoned trainer. The Training was judged very necessary, timely and a great success by both facilitators and trainees with both sides contributing to a very useful exchange of information. There was evident change in knowledge, skills and attitude levels from when the participants came. This was particularly evident through the regular oral class quizzes, the pre and post-assessment tests (**see results attached**) and through simulations during Micro-

Training and through participants' daily increasing participation and live testimonies. Below are some extracts from the daily and end of training evaluation reports by the participants.

**Trainer Evaluations:** Participants evaluated the trainers as flexible, knowledgeable in their subject areas, patient, very cordial and very professional.

**Participant Expectations:** The trainers asked participants to look at their evaluations and assess how much of the expectations had been met. To the delight of both participants and trainers all expectations were met, and the participants further expressed that the training had exceeded their expectations.

#### **Summary evaluation from Daily Assessment and from participants' end of Training Evaluation**

- I. *Training Room - Good*
- II. *Food – Excellent,*
- III. *Water supply – Good,*
- IV. *Audiovisuals – Good,*
- V. *Overall rating of training content – Very Useful information,*
- VI. *what to do differently with information received during the training : Participants asked themselves if they were doing right things during their trainings and promised to put in practice the acquired knowledge and skills, to build their capacity at their work place*
- VII. *What you want added to the training curriculum – Some participants mentioned topics like “proposal writing”*
- VIII. *Comment on the training style and skill – Excellent*
- IX. *Comment on the trainers' knowledge of the subject – Very good, professional and knowledgeable*
- X. *Trainers relationship with the trainees – Excellent – humble and patient*
- XI. *Additional comments / suggestions for improvement of future trainings; - Make the trainings residential to maximize use of time and energy and cut down on unnecessary interruptions*

#### **4.0. Proceedings of the training sessions**

On the 24<sup>th</sup> June 2013, the training officially kicked off with devotions led by the different allocated groups/families. The training was officially opened by the Rev. Edward Baralemwa (Executive Secretary of PACANet), followed by participant expectations and ground guiding principles. The training was divided into several sessions each with its own objectives. **(Appendix 3: training content)**

## **5.0 Observations**

At the start of the training, there seemed evident questioning on the faces of the participants on what to expect from the training. While the training room was large and enough, set as classroom, by the morning of training it was not appropriately prepared to the required standard. The rearrangement caused a few delays in the start. It however gave an opportunity for the trainers to work together with the participants to prepare and bring it closer to the required conducive standard for the training to take place. Participant slowly warmed through the second day showing great enthusiasm to learn from the trainers. The training was mainly comprised of mature and 'ready to learn' individuals. The combination of persons present at the training added a great sense of energy to the training. Despite the fact that there were only 7 female participants, they were a great resource to the team and like their male counterparts they too were particularly inquisitive to learn more. The training gave participants a good opportunity to interact and form what we believe will be lasting relations. By the end of the training, participants had established networking links for the way forward. There was great vigilance shown during group work sessions and during the micro-training exercise.

During sessions, the trainers observed a gap in the use of computers. While a few participants tried to use laptops for their presentations, the greater number preferred the flip paper and marker to get their points across. Only a few of those who used the laptop exhibited accustomed ease in its use. During sessions, participants showed great maturity and appreciation of feedback and critique given to them both by other participants and the trainers in regard to their presentations. While a lot of it turned out to be fun, it was also a great learning and shaping method for most if not all the

participants. They expressed great appreciation to each other for the candid remarks that were taken quite maturely.

## **6.0 Challenges**

July saw the start of the stormy rainy season, which caused delays in start time, and finish times, and also caused audibility challenges during sessions.

The absence of a video camera made it difficult for the facilitators to capture what would have been much required recorded details of sessions, for use during the training, for reporting and also for future references.

## **7.0 Recommendations**

**Training Venue:** If possible, trainers should be involved in the choice and preparation of the training venue to contribute towards choosing the appropriate venue and logistics for a conducive training environment.

**Participant follow-up:** It will be of great value if a mechanism was established to follow up trained persons while they practiced their newly acquired skills out in the field. This will not only add value to the trained persons, but also add value to PACANet's training program, as it will provide vital leads on evaluating the impact of the program and making necessary adjustments or improvements where it may be necessary.

For its web site and archive and for the benefit of participants, PACANet should think of providing a photo camera.

**Required Equipment:** A video camera is very necessary for capturing training proceedings and especially Micro training sessions that are played back to facilitate better feedback and promote auto-correction of practice and improvement in future performance.

## **Conclusions:**

Having such a largely clustered audience, there is great hope that there will be a good spill-over of resources in terms of building the capacities of other stakeholders. The Training program was comprehensive enough to benefit any sector beyond the HIV and AIDS sector.

Coming from different sectors, the participants were a great resource, who facilitated conducive learning by being respectful and very cooperative. The training was successfully completed with no major incidences. A lot of information acquired at the training will be integrated into the manual for future reference.

## **Appendices**

- 1. List of Participants**
- 2. Time Table**
- 3. Training Content Summary**
- 4. Pre and Post assessment results**