

# Vocational Train the Trainer (VTT) Course



## LEARNING MODALITY

Blended learning:  
online and face-to-  
face



## LANGUAGES

Arabic, English,  
French, Portuguese,  
Spanish



## TOPIC

Train the  
trainer



## DURATION

50 hours  
12 hours online,  
38 hours face-to-face



## COST

Free

## About the course

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This course enables learners to apply adult learning principles in the design and delivery of learner-centred training courses. More concretely, it provides trainers with the opportunity to benefit from experiential learning across three elements:

- The principles and processes for the **design** of a well-structured and **professional training programme**.
- The selection and implementation of appropriate inclusive **delivery**.
- **Effective evaluation** utilising multiple sources, including students, trainers and peers.

This competency-based course ensures **learners** have **the skills, behaviours, and attitudes to design, deliver and evaluate training programmes effectively**. It includes a series of interactive learning loops designed to allow learners to strengthen their knowledge and skills through practice and direct feedback.

## Who attends this course?

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Newly appointed trainers or experienced trainers wishing to refresh their knowledge.

## What will I learn?

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Identify the key principles of a training cycle and terminology related to training.



Identify the key principles of adult learning and understand how they impact training design and delivery.



Identify the factors and interactive techniques contributing to active learning and memory retention.



Describe the different communication skills in training and facilitation techniques.

## How is the course organised?

This training course has two parts: a **distance learning self-paced part** based on an online virtual platform and a **face-to-face part**.

- The **distance learning**, theoretical part, is a **preparatory phase** to ensure that all participants gain theoretical knowledge of the subject, allowing them to participate better in the face-to-face part of the course.
- The **face-to-face**, practical part, is based on the '70:20:10' model for adult learning, where learners can practice the concepts and tools through **group work and exercises, tandem presentation, and joint reflection** (exercises and group feedback on presentation recordings).

The course **evaluates the learning progress** through **questionnaires and knowledge checks**. Participants who achieve a minimum total score of 80% at the end of the course will gain a **certificate of completion from the International Centre for Migration Policy Development**.

## What topics does this course cover?

### Module 1. Theoretical part

Online, self-paced, 12 hours

1. Introduction to Training.
2. Training Need Analysis (TNA).
3. Training Design.
4. Training Delivery.
5. Training Evaluation and Closing Tips.

### Module 2. Practical part

Face-to-Face, 5 days

- Day 1. Setting the scene and training design.
- Day 2. Learning by doing - Deliver.
- Day 3. Learning by doing and broadening skills on training methods — Part 1.
- Day 4. Learning by doing and broadening skills on training methods — Part 2.
- Day 5. Broadening training skills.

## How do I join the course?

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Please get in touch with the MIEUX+ team at [mieux-initiative@icmpd.org](mailto:mieux-initiative@icmpd.org)

The Vocational Train the Trainer Course has been developed under the [Migration EU eXpertise \(MIEUX+\) Initiative](#) in collaboration with [ICMPD's Training Institute on Migration Capacity Partnership for the Mediterranean](#) (MCP Med TI), [www.mcpmed-ti.edu.eu](http://www.mcpmed-ti.edu.eu).

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