

Regional Workshop on Training - Lomé 2013
Improved trainings for a more social microfinance

	Monday 28.01	Tuesday 29.01	Wednesday 30.01	Thursday 31.01	Friday 01.02
Beginning of the day	09:00	08:00	08:30	08:30	08:00
Morning (Part 1)	Welcome - Presentation of the week to come	Field visit (IGA of a person living with disability)	Welcome - Presentation of the Training Workshop	Welcome - Presentation of the day to come	Field visit (Assilassimé Solidarité)
	Get to know each other		EdM social vision and partners MFIs social mission	TT : Evaluation of the previous day	
	Expectations and objectives of the 2 days to come		Presentation of 6 MFIs, focusing on the training side	TT: General principles of training and adult training	
	Common rules and group organisation			TT : Which techniques to train in a participative and dynamic way ? (Part 1)	
Morning break	Coffee break 10:30 - 10:45	Coffee Break 10:00 - 10:30	Coffee Break 10:00 - 10:30	Coffee Break 10:30 - 10:50	
Morning (Part 2)	Understanding disability	Day 1 evaluations are shared	Introduction to trainers' training (TT)	TT: Which techniques to train in a participative and dynamic way ? (Part 2)	Discussion about the field visit
		Discussion about the field visit	TT : Which methods to diagnose training needs ?	TT :How to make training easier ? (stress management / talk in public / unforeseen events management)	
				TT : How to create an educational scenario ? (Part 1)	
Noon	Lunch 13:00 - 14:30	Lunch 12:30 - 14:00	Lunch 13:00 - 14:30	Lunch - Show 12:30 - 14:00	Lunch 12:30 - 14:00
Afternoon (Part 1)	Situation of people with a disability living in poverty who need to start-up a business	Identify the difficulties that people with disabilities have to start their own business	TT : Introduction to the training plan	TT : How to create an educational scenario ? (Part 2)	Which plans of action for MFIs in the French Development Agency context ? - Reflexion
			Focus on partners involvement		Which plans of action for MFIs in the FDA context ? Restitution of discussion
			TT : How to schedule a training plan ? (Part 1)		Final evaluation
			TT : How to follow-up and evaluate trainings ? (Part 1)		Workshop conclusion
Afternoon break	Coffee Break 16:30 - 17:00	Coffee Break 16:00 - 16:20	Coffee Break 16:30 - 16:50	Coffee Break 16:15 - 16:40	Coffee Break 16:00 - 16:30
Afternoon (Part 2)	Evaluation of the day	Identify the solutions to help people living with disabilities to become self-employed	TT : How to schedule a training plan ? (Part 2)	TT : How to follow-up and evaluate trainings ? (Part 2)	Free
		Final evaluation & conclusion	Evaluation of the day	Final evaluation of trainers' training TT End - 17:15	
				How to improve training materials ? (optional)	
End of the day	17:30	18:50	18:20	17:15 or 19:00	16:30
Diner	19:00	19:00	19:00	19:00	Festive diner 19:00

Legend:

	Practical Workshop
	Discussion
	Theoretical session / Presentation
	Field visit