

Invitation to an ETUI Education workshop

31 October 2024

Dear Colleague,

The Education Department of the European Trade Union Institute will organise a pedagogical workshop on “Training design”. This comprehensive workshop will follow a blended format, combining both online and face-to-face components. The face-to-face component of the workshop will be held from **14-16 January 2025** in Ghent, Belgium.

The online pre-course modules, hosted on our dedicated learning platform will focus on the theoretical foundations of training design, while the face-to-face component will emphasize practical applications, guiding participants through the assessment and analysis of case studies and examples of training program elements from needs analysis through to evaluation.

Throughout the workshop, participants will focus on the essential components of training design, engaging with each stage of the learning management cycle: assessment, design, development, implementation, and evaluation. A central emphasis will be placed on incorporating multicultural, inclusive, and accessible elements to support diverse and equitable learning experiences across Europe at the European level.

Aims:

- **Identify** the different phases of the learning management cycle;
- **Formulate** clear learning objectives for training sessions;
- **Align** the learning design with the anticipated learning outcomes and learners' profiles;
- **Examine** existing training session plans to identify strengths and areas for improvement.
- **Integrate** multicultural, inclusive, and accessible components into training design;
- **Select** active learning methods tailored for adult learning;
- **Recommend** appropriate evaluation tools in consideration of the evaluation levels outlined in Kirkpatrick's model

Working languages

Working languages are English and French.

Programme

The programme is enclosed.

Accommodation and course venue

To be confirmed

Participants

Participants on ETT courses and trade union members responsible for delivering training within their organisations. A maximum of 14 participants will be accepted.

Arrival and departure

Participants are expected to arrive on **Monday, 13 January 2025 in the afternoon** and to leave **on Thursday, 16 January 2025 after the training**.

We should be grateful if all participants would respect the arrival and departure times.

Please wait for confirmation of your participation by ETUI before making travel reservations

The team of trainers will be responsible for the final selection and will bear in mind the skills required for this target group. Enrolments will not be approved without the prior consent of the ETUI education officer, who will also be the contact person for organisations requiring any further information.

Participants' registration

Please register using this link :

<https://crm.etui.org/form/training-design-14-16-january-20>

You will need to register before **27 November 2024** at the latest.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant, the cost is **60€** for the entire course program.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount will be invoiced).

Accommodation

The ETUI arranges accommodation for all participants of the event, taking into account the ceilings for hotel costs according to a country. **(Only from 13 to 16 January 2025)**

Costs for accommodation, meals according to the programme, materials will be covered by ETUI, only for participants coming from member states of the European Union and candidate countries: Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine and Turkey.

In case of no-show, you will be asked to pay the no-show costs. ETUI will re-invoice you.

Other expenses that are not taken in charge by ETUI: parking, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance.

Travel

⚠ Please read this carefully as the rules have changed! ⚠

Attached the travel rules

[Additional information](#)

Should you need any additional information please do not hesitate to contact Sylviane Mathy or Anna Kostetska.

Yours sincerely,

Anna & Tsela
ETUI Education

Enclosed: Programme and travel rules