



Prepare sheet

L'ATELIER

de la TRANSFORMATION SOCIALE

The pedagogical process (PD)

What is the purpose of this?

The pedagogical process is a tool that is used to prepare a presentation, a working session with a group. Overall and specific objectives must be determined, as well as a target group and its specificities. Facilitators can use this tool to build their work session, using it as a reference point to help them develop their thinking.

A key tool for the trainer, the course outline provides a framework for the training without being confined to it. It specifies the objectives of the training and the way in which the key messages are to be transmitted. The course outline is a tool that facilitates group work on a training course. Another interesting advantage is that it facilitates the continuous improvement of the training by making adjustments sequence by sequence if necessary after each experiment.

Definition of the training framework

The name of the course	The name of the course
Overall objective	Determine the final objectives of the training that have an overall impact on the participants. <i>Example: to develop, to succeed in, to free oneself from, etc.</i>
Specific objectives	Determine the specific objectives for each sequence of the training. <i>Example: build, create, contribute to...</i>
Expected skills	Knowledge, know-how and interpersonal skills
Number of participants	The number of participants
Profiles of participants	Example: a group of women artisans, a farmers' group, etc.
Facilitators	The names of the training facilitators

Example of a PD for an event, a training course

DETAILED TIMETABLE OF THE AFTERNOON

- Identified times
- Number of participants : (to be completed as and when required)
- Objectives
- Expected results

Supports

- 1 leaflet listing all the training courses planned for the project
- 1 small sample training course (dynamic presentation)

Material:

- Paper board
- White / coloured sheets
- Video projector
- Post-it

Schedule	Steps and objectives	Modalities of animation	Materials to be given to participants / to be prepared by participants	duration
	BREAK			

Objectives:

- Formalise the objectives of a training course in writing
- Write down the content to be covered during the training
- Facilitating the delivery of training

Practical use:

Prior to the training, it is recommended that you fill in this support at least one month before the event in order to fine-tune it and gradually expand it.

During the training, the trainer is advised to print out this material so that he/she can use it as a basis.

After the training, it is relevant to record the elements that need to be reworked for the next training session.

A key tool for the trainer, the pedagogical process allows a framework to be given to the training without being confined to it.

URL of the article: <http://atelier.fdh.org/en/take-action/our-tools/prepare/article/the-pedagogical-process-pd>

Author : **Frères des Hommes**

