Using this Training of Trainers (ToT) package

Where to find this ToT package?

The training resources and tools composing this package are available on the WHO Health Security Learning Platform, here:
English: https://extranet.who.int/hslp/?q=content/training-trainers-rapid-response-teams-training
French: https://extranet.who.int/hslp/?q=fr/content/programme-de-formation-de-formateurs-eir

About this ToT package

This ToT package is a structured collection of training resources, tools, and guidance documents needed to deliver and evaluate a 5-day Training of Trainers for professionals responsible to plan, organize, deliver and evaluate a National Rapid Response Teams training adapted to specific countries contexts, needs and constraints.
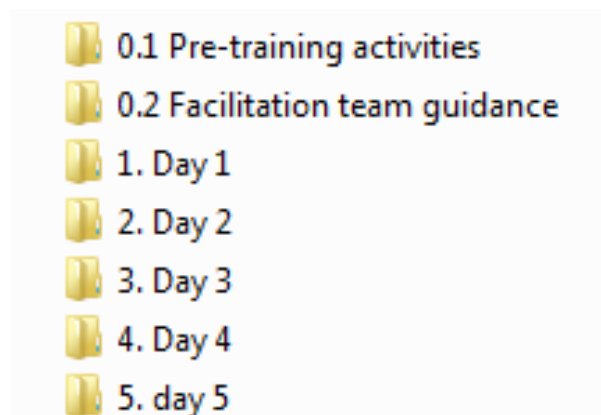
The National Rapid Response Teams training package is also available on the WHO Health Security Learning Platform, here:
English: https://extranet.who.int/hslp/?q=content/national-rrt-training-package
French: https://extranet.who.int/hslp/?q=fr/content/national-rrt-training-package

ToT package components

The training resources and tools that compose the Training of Trainers package are organized into 7 folders:

- 0.1 Pre-training activities
- 0.2 Facilitation team guidance
- 1. Day 1
- 2. Day 2
- 3. Day 3
- 4. Day 4
- 5. day 5

Format of documents

Training material in this package is available in editable versions (Word, PPT, and Excel) to enable course organizers, coordinators and facilitators to easily adapt/customize it to fit their specific country/regional context, constraints and needs.

How to use the training resources on these folders?

Folder 0.1: Pre-training activities
The documents included in this folder are for course organizers and the facilitation team only.

ToT_pre_course_meeting: proposed agenda for a 2-day meeting to be held prior to the training at the training venue. This document serves as a checklist for the preparation and coordination of the training.

ToT_pre_course_questionnaire: this questionnaire will help the facilitation team to better tailor the Training of Trainers to the needs, the profile and the expectations of the group. The questionnaire can be sent to participants by e-mail as is or be used as a basis to develop an online questionnaire.

Folder 0.2: Facilitation team guidance
The documents included in this folder are for course organizers and the facilitation team only. They help course organizers/facilitation team members to have a comprehensive picture of course design and content. They also help to clarify roles amongst the facilitation team members and to follow-up on equipment and logistics needed to run the course. These documents are:

0.1_ToT_training_agenda: standard course agenda, including timeline, number and title of sessions.

0.2_ToT_facilitator_manual: detailed description of the full content of the training, including timeline, step-by-step guidance notes for facilitators, expertise, logistics and equipment needed for each session.

0.3_ToT_training_overview: list of content areas covered during the course with corresponding learning objectives for each session.

0.4_ToT_material_checklist: checklist of logistics and equipment requirements for the whole training.

Folder 1. DAY 1: includes all the necessary training resources – PPT presentations, facilitator and participant guides for exercises, templates, etc. - to deliver the sessions scheduled day 1 as per the agenda.

Folder 2. DAY 2: includes all the necessary training resources – PPT presentations, facilitator and participant guides for exercises, templates, etc. - to deliver the sessions scheduled day 2 as per the agenda.

Folder 3. DAY 3: includes all the necessary training resources – PPT presentations, facilitator and participant guides for exercises, templates, etc. - to deliver the sessions scheduled day 3 as per the agenda.

Folder 4. DAY 4: includes all the necessary training resources – PPT presentations, facilitator and participant guides for exercises, templates, etc. - to deliver the sessions scheduled day 4 as per the agenda.

Folder 5. DAY 5: includes all the necessary training resources – PPT presentations, facilitator and participant guides for exercises, templates, etc. - to deliver the sessions scheduled day 5 as per the agenda. It also includes a guidance document for final evaluation and a final evaluation form.

Acknowledgement

When using the material of this training package, even in the case you modify it, please acknowledge the source. You can use the following sentence (or another one having the same meaning):

"The training material used during this course was drawn from the Training of Trainers (ToT) for Rapid Response Team Training Package, developed by the Country Health Emergencies and IHR (PCI) Department, WHO Health Emergencies Programme (WHE) at WHO Headquarters, in collaboration with WHO Regional Offices and with the Egyptian Society of Epidemiology".

For more information or feedback about this ToT training package please contact us at: **ihrhrt@who.int**