

*european network  
of training organisations  
for local and regional authorities*



Strasbourg, 12 April, 2007  
ENTO (2007) Sem 3

**TRANSCAUCASIAN CO-OPERATION PROJECT  
ENTO SEMINAR  
“TRAINING OF TRAINERS  
FOR LOCAL AND REGIONAL AUTHORITIES**

Round Table on ENTO projects  
in Caucasian countries

GAZIANTEP, TURKEY  
19-20-21 April 2007

DRAFT PROGRAMME

organised by

European Network of Training Organisations  
for Local and Regional Authorities (ENTO)

Congress of Local and Regional Authorities of the Council of Europe

Gaziantep Metropolitan Municipality

**WEDNESDAY, 18 APRIL 2007**

Arrival of the participants

**SEMINAR, DAY 1  
THURSDAY, 19 APRIL, 2007**

**09.30 – 10.30** Registration of the participants

**10.30 - 11.00** **Opening speeches**

**Dr. Asim GUZELBEY**, Mayor of Gaziantep Metropolitan Municipality

**Dr. Gert FIEGUTH**, President of ENTO

**Mr. Yavuz MILDON**, Vice-President of the Congress of Local and Regional Authorities of the Council of Europe, President of the Chamber of Regions

**Mr. Cemal AYMAN**, Director of the Union of Municipalities of Turkey, member of ENTO

**Mrs Antonella CAGNOLATI**, Deputy Chief Executive of the Congress

**Mr. Suleyman KAMCI**, Governor of Gaziantep

**11.00 – 11.20** Coffee break

**11.20 - 12.30** **First session:** *Training approach as the supplement to the traditional education of regional and local authorities. Active training concept. Basic Principles of adults learning. The tools of training preparation: need analysis, subject, audience, agenda and materials, planned interaction between participants.*

Moderator: **Mr. Boris PERIL**, member of ENTO Bureau

Discussion of the participants. Presentation of Best Practice.

**12.00 – 12.30** Press Conference

**12.30 – 14.00** Lunch

**14.00 – 15.30** **Second session:** *Planning of training program: setting objectives, establishing time frame, developing the program plan. Selection of teaching methods, finding the alternatives to academic lectures: skills practices, brainstorming, group discussion, role games, open space, simulations, case studies, in basket-exercises, small group work. Presentation of chosen techniques and methods..*

Moderator: **Mrs. Chris CARDY**, Vice-President of ENTO

Discussion of the participants. Presentation of Best Practice.

**15.30 – 15.50** Coffee break

**15.50 – 17.00** **Third session:** *Order of training activities. Basic sequencing guidelines. Training check list and Trainer's guide - practical examples. Dealing with difficult situations during the training.*

Moderator: **Mr. Boris PERIL**, Member of ENTO Bureau

Discussion of the participants. Presentation of Best Practice.

**19.00 – 21.00** **Dinner**

**SEMINAR, DAY 2  
FRIDAY, 20 APRIL, 2007**

**09.00 - 12.30**

**Fourth session:** *Creating the learning environment (1), communication and required skills of a trainer (presenting, planning of lessons, creating of learning associations, maintaining the leadership, controlling the dynamic of the training group).*

*Creating the learning environment (2), setting the physical environment: training room arrangement, using technical and other equipment (audiovisual, flipcharts, boards, overhead projectors, video, handouts, markers).*

*Transfer of training into practice – affective transfer of knowledge and skills learned during the training to the workplace. How to increase the ability of persons to apply the received knowledge and skills effectively.*

*Evaluating of Training Programs. Measures of Training.*

*Effectiveness.*

Moderators:

**Mrs. Chris CARDY**, Vice-President of ENTO

**Mr. Boris PERIL**, Member of ENTO Bureau

**Mr. Mirosław WAROWICKI**, Member of ENTO Bureau

**Dr. Gert FIEGUTH**, President of ENTO

Discussion of the participants. Presentation of Best Practice.

**10.30 - 10.50** Coffee break

**12.30 – 14.00** Lunch

**14.00 – 15.30** **Conclusion of the seminar**

Moderators: **Dr. Gert FIEGUTH**, President of ENTO

**Mr. Boris PERIL**, Member of ENTO Bureau

**Mr Günther KRUG**, Vice-President of the Congress

**Dr Asim GUZELBEY**, Mayor of Gaziantep Metropolitan Municipality

**15.30 Social Programme for the participants of the Seminar**

**17.00 - 20.00** **ENTO Bureau Meeting**

**ROUND TABLE, DAY 3  
SATURDAY, 21 APRIL, 2007**

**09.00 – 13.00**

**“Future ENTO Projects for Caucasian Counties”**

Moderator : **Dr. Gert FIEGUTH**, President of ENTO

**Discussion of the Members of ENTO Bureau and representatives of Armenia, Azerbaijan, Georgia, Russia and Turkey**

**13.00 – 14.00**

Lunch

**14.00 Social Programme**

**SUNDAY, 22 APRIL, 2007**

Departure of the participants