

# Formation of Trainers Training on the Job

## In Brief

After 30 years the CEFE method has not lose its beauty and it is still growing after projects have ended. A survey by CEFE International has shown that in 19 countries participating that an average 25 Trainings of Trainers are happening every year. CEFE is a best practice tool managed and coordinated by CEFE International. To become a CEFE trainer a potential candidate has to undergo a Training of Trainers and Coaching process and will be intensively supervised and revised until a final CEFE trainer license can be approved.

### *Training on the job Seminar:*

**Content:** Experiential learning, adult learning, different training methods, the topics of the so-called “CEFE-ladder”, the key CEFE exercises. Special learning objectives can be integrated upon request of the client organisation.

### **Objectives:**

- Introduce the participants into entrepreneurship training with an up-to-date learning method;
- Participants will use best practice tools to experiment the exercises by themselves;
  - Cover major start up topics, such as
  - Personal entrepreneurial characteristics
  - Business idea generation
  - Market share and marketing strategy
  - Organizational management
  - Basic finance, including cash flow and profit & loss
  - Financing plan and investment
  - Business plan preparation
- The start-up topics can be switched with any relevant topic for the participants.

Profile of participants: Analytical thinking; team spirit; good communication skills; an academic degree is not formally required

Approach: The training on the job concept is established for a group of relatively low number of participants (up to 3). The participants will be introduced to CEFE methodology in a three days seminars. Afterwards they will jointly prepare

## In Practice

CEFE International study has shown that in 19 countries participating:

average years of CEFE application: 13

total n° of trainers trained: 7,300

n° of active trainers: 2,300

average n° of Training of Trainers (ToT) per year, at present: 25

average n° of courses carried out per active trainer, per year: 9

n° of participants in CEFE courses, per year, at present: 310,200

n° of participants in CEFE courses, in total, in these countries: 2,523,000

and conduct with the Master Trainer three training courses for their potential beneficiaries. Step by step the participants will take over responsibilities, until they conduct the last workshop completely by themselves. The Master Trainer will then only function as supervisor.

**Resource Person:** The training on the job can only be carried out by a Master Trainers, i.e. a very experienced CEFE trainer, if possible with International Certificate or approved by CEFE International as Master Trainer.

**Duration:** three days introduction seminar, three workshops each two days preparation and five days workshop execution

**Evaluation:** Participants will be intensively observed, scored and ranked. The given criteria are relating to their facilitation skills and involvement during the training.

**Licence:**

**Evaluation:** The Master Trainer will evaluate the candidates during the training on the job. The CEFE criteria and evaluation file should be applied. A candidate who failed coaching might be invited to a 2nd coached training course.

**Certification:** The Organisation that organised the qualification process can issue a trainer licence. However, a licence issued by CEFE International might be more appreciated and confirms that capacity building was done according to standards (an issuing fee will be charged).

**Rights:** A candidate who receives a trainer licence is entitled to use CEFE independently. He/she does not have to pay a licence fee or royalty or to ask for approval for training courses or new exercises. However, sharing information about realised courses or new exercises and programs with [www.cefe.net](http://www.cefe.net) or [coordination@cefe.net](mailto:coordination@cefe.net) is a matter of team spirit and good networking. The licensed trainer is not (yet) entitled to run CEFE ToTs or to coach and certify other trainers.



CEFE International  
Marlinde Elisabeth Baerenz  
[coordination@cefe.net](mailto:coordination@cefe.net)  
+49 221 8801010

#### **Duration of Service**

4 days CEFE introduction

Three times – two days preparation plus five days training, including:

1<sup>st</sup> time: trainees are part of the participants group, the coach is facilitating the course

2<sup>nd</sup> time: trainees are co-assistant to the coach, who will act as lead trainer