

ECML Project TrainEd
National Training Event in Sulejówek, Poland
April 21st & 22nd 2005

The second of the National Training Events of the TrainEd project was held on April 21st and 22nd in Sulejówek, just outside Warsaw. The purpose of the events is to pilot the draft guide for trainers, and to train multipliers who will introduce the guide to other trainers (especially inexperienced trainers or teachers who have not undertaken training activities previously).

The event was a workshop attended by 13 experienced teacher trainers of French from Poland. They were either co-ordinators of regional teacher training for French in Poland or trainers in the university institutes for teacher trainers. The workshop was led by Janina Zielinska of the University of Warsaw and by Frank Heyworth from the TrainEd project team. Adrian Butler, Executive Director of the European Centre for Modern Languages, attended the meeting on Friday 22nd, and gave a presentation of the work of the ECML.

The workshop was divided into three parts. The first morning was spent in exploring the roles of teacher trainers, participants' experiences of successful and unsuccessful training, the theoretical principles of training, and other aspects of the professional environments which influence training. The afternoon sessions concentrated on trainer competencies – presentation, observation, managing discussions and facilitation – with a number of practical exercises using the worksheets prepared for the central TrainEd workshop in 2004. The final sessions concentrated on creative input from the participants, who produced posters illustrating the risks facing the apprentice trainer, and sets of 10 commandments giving positive advice to trainers.

The workshop was enjoyable and successful; it showed that the worksheets which have been prepared are useful and relevant; participants agreed that such a guide would be beneficial for those beginning to undertake training activities; the participants made a number of practical suggestions – for example, that the proposed guide should separate the activities designed to train potential trainers from the resources provided for them to use with those they train. Some additional ideas for worksheets were provided by the group – one was for a worksheet on approaches to negotiating a contract with project participants on how training events will be run. The creative work on risks and advice for trainers also came from the participants.

On the day after the workshop, Janina Zielinska, Adrian Butler and Frank Heyworth presented the work of the ECML and the TrainEd project at the National In-Service Training Centre in Warsaw to an audience of Polish teachers,

and attended by representatives of the French Embassy, the British Council and the Instituto Cervantes.

The workshop programme was as follows:

"Rôles et responsabilités en mutation des enseignants en langues."

Sulejówiek 20-22 avril 2005

Programme

Mercredi 20 avril,

Heures	Contenus
À partir de 18 heures	Arrivée des participants, Réunion COFRAN Attentes des participants Présentation des formateurs *
19.00– 20.00	Dîner

Jeudi 21 avril

8.00 - 9.00	Petit déjeuner
9.00 - 10.30	Présentation de l'atelier : objectifs, mode de travail Les facteurs de réussite dans une action de formation
10.30 - 11.00	Pause
11.00 - 13.00	L'analyse des besoins de formation
13.00	Déjeuner
14.00 - 15.30	Les compétences du formateur - observation, présentation, animation, facilitation
15.30 – 16.00	Pause
16.00 – 18.00	Application aux contextes des participants
18.00 – 19.00	Dîner

Vendredi 22 avril

8.00 - 9.00	Petit déjeuner
9.00 - 10.30	Bilan, évaluation de la formation
10.30 - 11.00	Pause
11.00 – 13.00	Présentation du CELV par son Directeur, Adrian Butler
13.00 - 14.30	Déjeuner
	Départ des participants

Frank Heyworth est consultant auprès d'EAQUALS (l'Association Européenne de Services Linguistiques de Qualité) et a participé dans l'élaboration et le développement de l'audit et la certification de cette association. Il était directeur général de la Fondation Eurocentres en Suisse et a participé à de nombreux projets du Conseil de l'Europe. Il est co-auteur du Guide de l'Utilisateur de Cadre Commun de Référence et a écrit également (pour le Centre Européen des Langues Vivantes du Conseil de l'Europe à Graz) un guide pour la gestion des projets, et des études portant sur l'innovation dans l'organisation de l'enseignement des langues, ainsi que des études sur le concept de la qualité.

- **Janina Zielinska** –organisation et coanimation