

MASTER FACILITATOR DEVELOPMENT PROGRAM

Course Outline and Materials Directory

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Course outline

The Master Facilitator Development Program (MFDP) is an intensive and comprehensive training program aimed at developing the capacity to design, develop and deliver effective training in support of capacity development initiatives. The program consists of four modules based on the AGP approach to capacity development:

Module 1 – Capacity development for Change – Assessing Needs

- 1- Introduction
- 2- Overview of AGP Capacity Development Guideline
- 3- Overview of MFDP
- 4- Principles of Adult Education
- 5- Group discussion- Adult learning
- 6- Creating a positive learning environment
- 7- Experiential Learning Cycle
- 8- Capacity Needs Assessment Planning
- 9- Task Analysis
- 10-Example: Organizational Capacity Assessment

Module 2 – Designing and Developing Capacity Development Activities

- 1- Introduction
- 2- Gender Responsive Training
- 3- ADDIE Model
- 4- Setting Performance Objectives
- 5- Learning objectives and assessment
- 6- Course planning tool- Session at a Glance (SAAG)
- 7- Preparing participant notes
- 8- Developing the facilitator guide

Module 3 – Implementing and Evaluating Capacity Development Activities

- 1- Overview
- 2- Facilitator skills self-assessment
- 3- Window exercise
- 4- Practicum 1
- 5- Community time 1
- 6- Being gender responsive
- 7- 25 habits of an effective facilitator
- 8- Active listening
- 9- Using questions strategically
- 10-Practicum 2- Session at a glance
- 11-Community time 2
- 12-Leading effective discussions
- 13-Practicum 3- Preparing presentations

- 14-Community time 3
- 15-Giving and receiving feedback

Module 4 – Sustainability and Institutionalization

- 1- Introduction
- 2- Review of modules 1-3
- 3- Evaluating training
- 4- Assessing learner reactions
- 5- Evaluating learning
- 6- Evaluating transfer
- 7- Evaluating impact
- 8- Job embedded support

Beneficiaries of the program include AGP federal and regional Coordination Units and Implementing Agencies. Participants learn how to assess organizational and individual needs, design and develop learner-centered, participatory training programs, facilitation skills, evaluation methods and ways of promoting sustainability. An important feature of the program is 'Communities of Practice' in which participants, individually and in teams, practice the many competencies in a real-world setting. Feedback and coaching is provided by peers and regional capacity development experts to integrate the competencies into job performance. Participants receive a Certificate after each module they have successfully completed a series of performance tasks.

Materials directory

The following is a list of the course materials available to support facilitation of the Master Facilitator's Development Program. They are not necessarily listed in the order that you will need to use them; rather, they are grouped by Module and by type of document.

Module	Type of Document	Filename
1- Capacity development for change		
	Participant notes	MFDP_M1_Participant notes
	Presenter slides	MFDP_M1_Program overview
	Presenter slides	MFDP_M1_Training schedule & learning journal
	Presenter slides	MFDP_M1_AGP2 Capacity Development
	Presenter slides	MFDP_M1_Principles of adult education
	Presenter slides	MFDP_M1_Discussion_Adult learners
	Presenter slides	MFDP_M1_Creating a positive environment
	Presenter slides	MFDP_M1_Assessing needs
	Presenter slides	MFDP_M1_Experiential learning
	Presenter slides	MFDP_M1_Task analysis
	Presenter slides	MFDP_M1_Example assessment
2- Designing and building capacity development activities		
	Facilitator guide	MFDP_M2_Facilitator guide
	Participant notes	MFDP_M2_Participant notes
	Presenter slides	MFDP_M2_Introduction
	Presenter slides	MFDP_M2_Gender responsive design
	Presenter slides	MFDP_M2_ADDIE
	Presenter slides	MFDP_M2_Performance objectives
	Presenter slides	MFDP_M2_Learning objectives
	Presenter slides	MFDP_M2_Selecting methods
	Presenter slides	MFDP_M2_Session at a glance
	Presenter slides	MFDP_M2_Preparing participant notes
	Presenter slides	MFDP_M2_Developing facilitator guides
3- Implementing and evaluating capacity development activities		
	Facilitator guide	MFDP_M3_Facilitator guide
	Participant notes	MFDP_M3_Participant notes
	Video	Effective Listening Skills
	Video	Enunciate Show your Teeth
	Video	Flip tips
	Video	Group leadership skills Part 1
	Video	Group leadership skills Part 2
	Video	Group leadership skills Part 3
	Video	Group leadership skills Part 4
	Video	How to ask good questions
	Video	How to engage an audience

Video	How to form a habit
Video	Learning styles
Video	National theatre vocal warm up
Video	PowerPoint presentation design
Video	Simple techniques for great flipcharts
Video	The power of effective questioning
Video	The power of good questions
Video	Top tips for using a flip chart
Presenter slides	MFDP_M3_Module overview
Presenter slides	MFDP_M3_Self-assessment
Presenter slides	MFDP_M3_Window exercise
Presenter slides	MFDP_M3_Practicum 1
Presenter slides	MFDP_M3_Gender
Presenter slides	MFDP_M3_25 habits of effective facilitators
Presenter slides	MFDP_M3_Active listening
Presenter slides	MFDP_M3_Using questions strategically
Presenter slides	MFDP_M3_Practicum 2
Presenter slides	MFDP_M3_Leading effective discussions
Presenter slides	MFDP_M3_Practicum 3
Presenter slides	MFDP_M3_Feedback
4- Sustainability and institutionalization	
Facilitator guide	MFDP_M4_Facilitator guide
Participant notes	MFDP_M4_Participant notes
Presenter slides	MFDP_M4_Overview of module
Presenter slides	MFDP_M4_Review of previous modules
Presenter slides	MFDP_M4_Evaluating training
Presenter slides	MFDP_M4_Assessing learner reaction
Presenter slides	MFDP_M4_Evaluating learning
Presenter slides	MFDP_M4_Evaluating transfer
Presenter slides	MFDP_M4_Evaluating impact
Tools and templates	MFDP_M4_Pre & Post Test
Tools and templates	MFDP_M4_Coaching self assessment
Tools and templates	MFDP_M4_GROW coaching model
Tools and templates	MFDP_M4_Role play- asking powerful questions
Tools and templates	MFDP_M4_Providing positive feedback
Additional resources	
Template	MFDP_Assessment score sheet
Exam	MFDP_Knowledge exam
Guide	MFDP_Knowledge exam answer key
Facilitator guide	MFDP_Woreda_ToT_Facilitator guide
Participant notes	MFDP_Woreda_ToT_Participant notes