



OPEN TRAINING COURSES

PRACTICAL INFORMATION

COURSE SCHEDULE

All information about the training schedule will be sent to you along with your convocation, after registration is complete.

TEACHING METHODS

Pedagogical methods focus on the practical application of knowledge and skills, delivered by experienced trainers from the humanitarian sector.

- Collective practical cases (case studies, exercises, role-plays, etc.), restitutions, analysis and group discussions.
- Technical methods, tools and equipment/materials similar to those used in a professional context.
- Theoretical and practical training.
- Daily review of the training activities to enhance skills development

NUMBER OF PARTICIPANTS

Number of participants varies depending on the type and organisation of the training course. To ensure quality, it is limited to a maximum of 24 participants.

If the minimum number of registered participants is not reached, Bioforce reserves the right to cancel the training session. In the event of such cancellation, registered participants will receive a full refund.

ÉVALUATION PROCEDURE

Knowledge assessment

Open training courses are not subject to official certification. However, a final test is organised at the end of the course. Trainees must score a minimum grade of 10 out of 20 to obtain a grade certificate.

Ensuring the best possible course

1 review with the facilitator at each synchronous exchange.



The time dedicated to mutual exchange aims at assessing trainees' practical and theoretical knowledge acquisition. Content may then be adapted to trainees to meet their expectations as well as global training objectives.

1 time dedicated to monitoring knowledge acquisition for each participant.

A self-assessment questionnaire is completed by each participant at the start and end of the course. The questionnaire is intended to measure participants' knowledge acquisition.

1 feedback form to be completed by each participant at the end of the course.

Trainees will be asked to assess the quality of the training course: relevance of its content, organisation, training methods, equipment and the quality of information given before the course.

DURING THE COURSE

Lyon Bioforce Regional Training Centre for Europe, 41 avenue du 8 mai 1945, 69200 Vénissieux, France

Dakar Bioforce Regional Training Centre for Africa, Villa 4015, Quartier Amitié 2, Dakar, Senegal

For open training courses taking place elsewhere (Amman, Beirut, Erbil, Brussels, Geneva, ...), address will be indicated in your convocation as well as on your Application Platform.

For each of our courses, the following equipment will be provided:

- 1 or more training class room(s) that can be adjusted to activities (case studies, role plays, work group, etc.)
- 1 video projector, white board
- 1 or more flipchart(s)

AFTER THE COURSE

The following documents will be given at the end of the course:

- A flash drive that includes all course materials featured during the session, and participants email contacts to get in touch after the training.
- A certificate of attendance will be delivered to each participant at the closing session of the course. It mentions the course title and objectives and attests the number of hours the trainee attended.
- A grade certificate will be delivered to each participant that obtained a minimum grade of 10 out of 20 at the final test.

HOW TO APPLY FOR THE COURSE

Step1: application

Click on the "Register" button at the bottom of this page, and complete the form. You will then receive an email (remember to check your Spam folder) giving you access to your Application Platform, where you can complete your application and pay your training fees (or download your training funding agreement). [Get a video preview of your Application Platform](#)

Please note:

- The application deadline is two weeks before the start of the course.
- Given the limited number of places available, we recommend that you apply as early as possible (particularly if you intend to benefit from financial support).

Step 2: registration

Once we have received payment of the training fees (or funding agreement), and subject to availability of places, you are registered! You will then receive confirmation by e-mail, including all the practical details of the training course (location, detailed schedule, etc.). Enjoy your training!

ANY QUESTIONS?

If you have any questions, you can browse through our Frequently Asked Questions (FAQ) on Funding opportunities, Cancellation and refund policy, Means of payment, Level of skills after an open training course, Available equipment and events open to participants, Support materials used during our training sessions, Rules of procedure, ... [You can also get in touch!](#)