



ACADEMY

TRAINING OF TRAINERS

# ACADEMY FOR ILO ENTREPRENEURSHIP TRAINERS

ON-LINE TRAINING OF TRAINERS  
ON START AND IMPROVE YOUR BUSINESS

PREPARATORY PHASE: 9 MAY – 3 JUNE 2022

TRAINING OF TRAINERS: 6 JUNE – 17 JUNE 2022

 70 HOURS

*Information Note*



International  
Labour  
Organization



International Training Centre

## DESCRIPTION

The ILO Entrepreneurship Trainers Academy 2022 offers participants the possibility to become certified trainers in the ILO SIYB training packages. This Online Academy combines intense training of trainers on both content and methodological issues, and cannot be missed by any trainer working for a public or private institution striving to make a real difference in the lives of new or existing entrepreneurs. It is based on the most recent versions of Generate Your Business Idea (GYB), Start Your Business (SYB) and Improve Your Business (IYB).

## TARGET GROUP

The ILO Entrepreneurship Trainers Academy welcomes:

- Trainers working for public or private institutions, BDS providers, microfinance institutions or as consultants;
- Established ILO certified trainers who want to upgrade their skills and/or become trainers in new training packages;
- Managers of enterprise development organizations or microfinance institutions, who wish to learn more about the training offered by the ILO for their programmes and projects.

## TRAINING PACKAGES

Trainers will be certified to train the following training packages:

### **GENERATE YOUR BUSINESS IDEA (GYB)**

Generate Your Business Idea (GYB) is intended for people who would like to start a business, and who, through the training, develop a concrete business idea ready for implementation.

### **START YOUR BUSINESS (SYB)**

Start Your Business (SYB) is for potential entrepreneurs who want to start a small business and already have a concrete business idea. The programme is a combination of training, field work and after-training support, and helps participants assess their readiness to start a business and to prepare a business plan and evaluate its viability.

### **IMPROVE YOUR BUSINESS (IYB)**

Improve Your Business (IYB) introduces already practising entrepreneurs to good principles of business management. Its six modules (marketing, costing, buying and stock control, record keeping, planning for your business, and people and productivity) can be taught individually or all combined in a full course.

# STRUCTURE

The Entrepreneurship Trainers Academy will consist of three distinct phases:

<b>Preparatory phase</b>	<b>Distance E-Campus • 9 May – 3 June 2022</b>
Pass an online test related to the key contents of the training package	
<b>On-line Training of Trainers</b>	<b>Distance with Webinar sessions • 6 June – 17 June 2022</b>
Successful completion of face-to-face microteaching sessions	
<b>Post-TOT assignments</b>	<b>Face to face in your country • 20 June – 30 November 2022</b>
Evidence of organizing, designing and facilitating post-academy trainings' with real beneficiaries	

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## PREPARATORY PHASE (DISTANCE)

The preparatory learning phase will be offered on the ITC-ILO E-campus and involves around 30 hours of work in total, starting on 9 May 2022. It can be done from any computer with Internet access. Participants will familiarize themselves with basic nomenclatures and concepts, the content of the selected training package and related on-line training methodologies. Participants will be required to complete an on-line knowledge test at the end of the distance learning phase, plus submit two video recordings – one on the training sessions on SYB and one training session on IYB.

## ON-LINE TRAINING OF TRAINERS (DISTANCE)

The preparatory phase is followed by two weeks on-line Training of Trainers on 6 – 17 June 2022, delivered by SIYB Master Trainers and ITCILO online training experts. This phase involves around 40 hours of work in total. Upon successful completion of the on-line Training of Trainers, the participants will receive a Certificate of Achievement.

## POST-TOT ASSIGNMENTS (FACE TO FACE IN YOUR COUNTRY)

Participants who successfully completed the preparatory phase and the On-line Training of Trainers, will be required to themselves deliver two face to face SIYB training courses. Upon reception by the ITCILO of proof of successful course delivery in line with the required quality standards (video recording and course evaluation), participants will receive an SIYB trainers' certificate. The estimated time investment during this phase is 100 hours. The delivery dates of these assignments will be agreed with each participant, bearing in mind the restrictions imposed on training delivery in the different countries by the present COVID-19 crisis.

# HOW TO GAIN A TRAINERS CERTIFICATE

In order to become a certified Trainer, all participants need to successfully complete the three phases of the Trainers Academy:

Phases of the Trainers Academy	Indicators of success in each phase
<b>Preparatory phase</b> Distance E-Campus	Pass an online test related to the key contents of the training package
<b>On-line Training of Trainers</b> Distance with Webinar sessions	Full participation in the on-line Trainers of Trainers Successful completion of distance learning phase, component micro-teaching sessions
<b>Post-Academy assignment</b> Face-to-face in the respective countries of the participants	Evidence of organizing, designing and facilitating post-academy trainings' with real beneficiaries

When the training process is completed, your Master Trainer will enter your completion data in the **SIYB Gateway**, an ILO web-based monitoring tool for SYIB, that generates the **official certificate**. The certificate is renewed every three years if the trainer has actively conducted training during that period.

## LANGUAGES

The Entrepreneurship Trainers Academy is offered in English, Spanish and Arabic.

## APPLICATION AND FEES

To apply for the Academy click here: <https://oarf2.itcilo.org/DST/A9715009/en>

Application deadline is **22 April 2022**. Note that we have a limited number of places available and applicants will be enrolled based on qualifications and on a first come first serve basis.

The participation fee is **1,625 Euro**.

# FREQUENTLY ASKED QUESTIONS

## WHERE WILL THE TOT ACADEMY BE DELIVERED?

The SIYB e-campus is an electronic e-campus on which you will find the different SIYB manuals, self-guided learning modules, videos as well as the different assignments that entrepreneurs need to complete during training of entrepreneurs. The SIYB e-campus will be used as a platform for the preparatory phase and the online Training of Trainers. The SIYB e-campus is available in English, French, Spanish, Portuguese and Arabic.

## HOW TO GAIN A TRAINERS CERTIFICATE

In order to become a certified trainer, you will need to successfully complete the three phases of the Trainers Academy.

## HOW ARE THE ONLINE TOT SESSIONS DELIVERED?

The On-line TOT sessions are delivered through Zoom, and making use of a wide range of on-line training tools for audience engagement, group work and co-creation. There is no need to download any software on your computer in order to follow the Online TOT, but participation through a desktop, rather than a smartphone, is highly recommended. All zoom sessions will be recorded and shared with participants upon request.

## CAN I SKIP SOME OF THE SESSIONS?

Participation in all sessions of the Online TOT is obligatory. Exceptions can be granted based on prior notification, in which case you will be given the link to the video recording.

## HOW TO PREPARE FOR THE MICRO-TEACHING?

During the Online Training of Trainers, you will be required to submit video recordings of two short training sessions on two different parts of the SIYB curriculum. Participants will be assigned to break-out groups that, together with your SIYB Master Trainer, will provide peer to peer feedback on the content and methodological aspects of your two deliveries.

For the two short training sessions that you will deliver (and register on video) for the micro-teaching sessions, it is not necessary to have entrepreneurs as participants. You can deliver these two short sessions to your friends, family members or colleagues. The video registrations should clearly show how you deliver the content and manage your participants. The minimum number of participants is 5 persons.

### **HOW TO PREPARE FOR THE POST TOT ASSIGNMENTS?**

After the Online Training of Trainers, you will be required to facilitate two real face to face SIYB training courses to entrepreneurs. These course deliveries can be in your own language. For each delivery, you will be required to submit the training agenda, the list of participants, the training evaluation and two video recordings of approximately 15 minutes each.

### **CAN I DO MY POST TOT TRAINING DELIVERIES ON-LINE?**

The two SIYB training deliveries need to be completed in face to face modality.

### **WHAT IS THE DEADLINE FOR THE POST TOT ASSIGNMENTS?**

The deadline for the post TOT assignments (evidence of successful completion of two SIYB deliveries) is 30 November 2022. There will be the possibility to agree on an extension of the delivery dates of these assignments to be agreed with each participant, bearing in mind the restrictions imposed on training delivery in the different countries by the present COVID-19 crisis.

### **WHERE CAN I FIND MORE INFORMATION ON THE START AND IMPROVE YOUR BUSINESS PROGRAMME?**

For more information on the Start and Improve Your Business Programme, go to the ILO website: <https://www.ilo.org/empent/areas/start-and-improve-your-business/lang-en/index.htm>

## WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

## INFO

### FOR FURTHER INFORMATION PLEASE CONTACT

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**COURSE CODE: A9715009**