



ONLINE

SOCIAL FINANCE

FINANCIAL EDUCATION: TRAINING OF TRAINERS, COACHING AND ILO CERTIFICATION

A COURSE FOR POLICY MAKERS, PRACTITIONERS AND TRAINERS

23 OCTOBER – 24 NOVEMBER 2023

 2 WEEKS, 18 HRS/WEEK

Information Note



International
Labour
Organization



Social
Finance



International Training Centre

This training programme brings together the accumulated experience, lessons learned and best practices on financial education, drawing on more than 15 years' experience at the ILO.

INTRODUCTION TO THE COURSE

The [ILO Social finance programme](#) and the International Training Center of the ILO offer participants the possibility to become certified trainers in the ILO Financial education training package. This Online Training of Trainers (O-TOT) combines intense training of trainers on both content and methodological issues. The programme contains certification options to candidates who are willing to finalize it and become ILO certified national trainers in Financial education.

WHO ATTENDS THIS COURSE?

The programme welcomes:

- Representatives of public and regulatory authorities willing to upgrade their skills as trainers and financial education experts;
- Staff of financial service providers in charge of working with vulnerable population groups;
- Trainers working for public or private institutions, BDS providers, microfinance institutions, consultants;
- Established ILO certified trainers who want to upgrade their skills and/or become trainers in new training packages;
- Managers who are in search for partnership and wish to learn more about the training offered by the ILO for their programmes and projects.

STRUCTURE

The programme consists of the following phases:

Preparatory phase: E-Campus: 23 October – 10 November 2023

The preparatory phase will be conducted on the ITC-ILO E-campus and may require up to 15 hours of work, self-paced and self-managed. It can be done from any computer with Internet access. Participants will familiarize themselves with basic financial literacy knowledge and concepts, the content of the ILO training package and related on-line training methodologies.

Training of trainers (Online TOT): Webinar sessions: 13 – 24 November 2023

Delivered by ILO's Financial Education international and regional trainers, this phase is around 35 hours of work. Upon successful completion of the on-line training of trainers, participants will receive a Certificate of Participation.

The certificate of participation provides a right to proceed to the next phase as an ILO national trainer candidate in financial education.

Upon receiving the certificate of participation, participating trainers are given a right to deliver 3 training courses to final beneficiaries (see description below).

WEBINAR SCHEDULE

Zoom sessions will take place from 9.00 to 13.00 CET time (ROME) every day, during 10 working days, with 30 minutes break. Recordings will be made available for participants.

Contact mmw@itcilo.org to obtain a detailed timetable.

Post-TOT assignments: 3 trainings in your own country, to your own audiences

Participants who have prior experience in adults' learning, successfully completed the Online Training of Trainers and are willing to be certified as ILO trainers in Financial education, will be encouraged to progress to receive ILO certification and deliver three training courses in their own countries to their audiences or target groups. Upon reception by the ITCILO of proof of successful course delivery in line with the required quality standards, participants will receive a certificate of achievement. Details of certification process, quality standards, certification criteria and reporting will be clarified to all participating candidates. The estimated time investment during this phase is 75 hours.

E-coaching

During the Post-TOT assignment phase, qualifying participants receive a special edition of individual e-coaching tailored to the needs of ILO financial education trainers. The e-coaching is provided for participants of this certification programme.

The e-coaching follows a unique trainers' coaching methodology applied within the ILO and ITC ILO Social finance certification programmes. It is provided as a written structured feedback and a thorough evaluation of the work that candidates will have conducted in their countries. Occasionally meetings with senior trainers may be organized.

The purpose of the e-coaching in this programme is to guide qualifying participants towards fulfilling certification requirements by gradual improvement of delivery skills from one session to another, for a total of 3 required sessions.

[If you are interested in receiving e-coaching beyond financial education programme, please review this course page and apply separately.](#)

FINAL CERTIFICATION

Upon completion of all phases, candidates receive a Certificate of Achievement and certification as an ILO national trainer in Financial education. The certificate provides with a right to deliver the ILO training to final beneficiaries in financial education, independently and autonomously.

LANGUAGES

This Online TOT, including self-learning and e-coaching, is offered in English, French and Spanish.

REGISTRATION

Please register using this link <https://oarf2.itcilo.org/DST/A9716589/en>

PRICE

1,650 EUR

CONTACT

Please write to mmw@itcilo.org for any question you may have.

WEBINARS' TIMETABLE

Time CET	Monday 13 November	Tuesday 14 November	Wednesday 15 November	Thursday 16 November	Friday 17 November
9:00–10:45	Opening Ceremony Participants' introduction, training programme and expectations	Part 2 Distance Learning tips. Digital tools	Demonstration Session Session B2. Create a budget	Group work and preparation	Micro teaching Session C1. Compare savings methods Feedback and comments
10:45–11:15	BREAK				
11:15–13:00	Part 1. Intro To Financial Education ILO's Financial Education approach Principles of adult learning and participatory training	Demonstration Session Session A1. Set short and long-term goals	Introduction and instructions for micro-sessions Group work and preparation	Group work and preparation	Micro teaching Session C2. Choose a savings product Feedback and comments

Time CET	Monday 20 November	Tuesday 21 November	Wednesday 22 November	Thursday 23 November	Friday 24 November
9:00–10:45	Micro teaching Session D1. Compare financing options Feedback and comments	Introduction and instructions for micro-sessions Group work and preparation	Micro teaching Session D3. Understand the costs of a credit product Feedback and comments	Micro teaching Session E1. Understand means of payment and use them safely Feedback and comments	Micro teaching Session G1. Understand risks and how to protect ourselves Feedback and comments
10:45–11:15	BREAK				
11:15–13:00	Micro teaching Session D2. Borrow: Choose a credit product Feedback and comments	Introduction and instructions for micro-sessions Group work and preparation	Micro teaching Session D4. The dangers of default and over-indebtedness Feedback and comments	Micro teaching Session F2. How to use financial institutions with confidence Feedback and comments	Closing Session

Legend

	Plenary sessions		Demonstration session		Preparations for micro-sessions		Micro-sessions
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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

**International Training Centre of the ILO
Sustainable Enterprises and Economies (SEE)**
Viale Maestri del Lavoro, 10
10127 Turin – Italy

Ms. Margarita Lalayan
Activity Manager
T +39 011 693 6530
mmw@itcilo.org
www.itcilo.org

COURSE CODE: A9716589