

National Association (NA)/ Chapter Model Role Profile: NA/Chapter Training Coordinator

**CISV educates and inspires action for a more just and peaceful world.**

*Summary of CISV Statement of Educational Purpose*

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

<b>Role</b>	NA /Chapter Trainer or Training Coordinator		
<b>Purpose (how it helps CISV)</b>	To ensure quality Training within the NA/Chapter, in accordance with CISV's educational/training principles and content		
<b>Responsibilities</b>	<b>Knowledge/ Skills required</b>	<b>Main resource docs</b>	<b>Comments</b>
Obtain and maintain certified trainer status via Train The Trainer (TTT) workshop	TTT certification	See Training info on Resources for dates/locations	TTT are conducted at the Regional Training Forums (RTF). Apply to attend
Keep up to date with CISV Education principles and content	Revised CISV education principles and content	Big Ed (Info File T-02), Passport (Info File T-03), Library ( <i>activities and content info on Resources</i> )	
Conduct training using approved CISV resources and materials	Presentation/ facilitation skills	TTT materials; CISV International Training Guides (when published)	
Use the CISV Training Evaluation for all participants	Interpersonal skills	PDPEF/ TTT Materials; CISV International Training Guides	

		(when published)	
Communicate training content and practical arrangements to target audience through CISV channels	Effective communication skills		
Ensure that all people with programme responsibility receive the appropriate CISV training	Coordination		This is vital to the quality of our programmes
Follow up with trainees after their programmes to obtain feedback on whether the training prepared them effectively for the role.  Act on that feedback as needed – e.g. adapt training, send recommendations to the International Training Committee	Coordination and analysing feedback		This is vital to the quality and continuous improvement of our training and by extension, the programmes
Liaise with the Education Department (primarily Leader Training Committee and Education Officer at IO), Programme Committees and ODC as appropriate	Personal organisation skills	<a href="mailto:Education.department@cisv.org">Education.department@cisv.org</a> <a href="mailto:odc@cisv.org">odc@cisv.org</a>	LTC, ODC, Int'l Programme Committees

## RELATED DOCUMENTS

It will be helpful to view this document together with:

- The Terms of Reference of International Education Department, specifically the Leader Training Committee and International Pool of Trainers (Info File O-10).
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).