



**Train-of-Trainers Course on
"Financial investigations and the confiscation of proceeds from crime"
(Strasbourg, 20-23 February 2006)**

**Course outline & Agenda
(draft)**

Overview

The overarching goal of the CARPO project is to strengthen the capacities for financial investigations aimed at the confiscation of proceeds from crime in South-eastern Europe. After the development and support of an implementation strategy for financial investigations, the project has entered in the phase of preparing a training manual for further training on this topic in each of the 7 project areas.

The Train-of-Trainers course (ToT) organised by the Council of Europe in Strasbourg is to assist participants in the development of basic training knowledge, skills and abilities that will later allow them to deliver training to their colleagues on financial investigations and the confiscation of proceeds from crime.

The four day course is designed to maximize the use of time available in the classroom. The methodology used will facilitate the development of the skills and abilities through practical activities and inter-active discussions. The participants are required to prepare themselves prior to the course in Strasbourg by reading materials and preparing training sessions.

The participants will be provided with background material to be able to prepare their sessions. The topics will be selected from the manual "Financial investigations and the confiscation of proceeds from crime".

The cognitive aspects of the ToT are mandatory reading equipping the participants with necessary knowledge and tools to assist them in preparing their individual sessions to be delivered during the course.

Furthermore the pre-reading of the materials will allow the development of greater knowledge and understanding as well development or consolidation of skills and abilities during the course.

More materials on training development will be distributed during the course as necessary.

Course Objectives

By the end of the course the participants will be able to:

1. Deliver a 20 minutes training session on pre-determined topics.
2. Provide feedback to other colleagues using Experiential Learning Cycle – Debriefing Model.
3. Understand the differences between “trainer centred” and “student-centred” training methods within the context of adult learning.
4. List and debate the factors affecting the selection of training methods.

Course Dynamics

Monday:

- Opening of the training, overview of the programme, presentations, group expectations (the opening will be done with all the participants before they split in two groups).
- Participants will start delivering a training session. It should last 20 minutes on the pre-determined topic or portion of the manual.
- Participants will be provided feedback by the rest of the group.
- This process is to be coordinated by the facilitator using the Debriefing Model of the Experiential Learning Cycle (David Kolb)
- When necessary, the facilitator will debate with group the knowledge, skills or abilities that might contribute for the achievement of the aim & objectives of the course.

Tuesday:

- Concluding the delivery of training sessions and debriefings.
- As necessary, the facilitator will debate with group the knowledge, skills or abilities that might contribute for the achievement of the aim & objectives of the course.

Wednesday:

- Facilitator of the course will “build-up” on previous days observations and assist the participants in: Understanding Experiential Learning Cycle – Debriefing Model; Understand the differences between “trainer centred” and “student-centred” training

methods within the context of adult learning and; List and debate the factors affecting the selection of training methods.

Thursday:

- Individual Activities where each participant will devote time to reflect on the training sessions that s/he will deliver after the course. “Action Plan” should be completed and discussed in the group.
- The facilitator is to guide the group and clarify understanding and methodology.
- If not done yet, just before this activity starts the course organizer should explain to the participants what is expected from them after the course is finished.
- Course closure and evaluation.

Timetable

Important note

Due to the dynamics of the course only the starting time is fixed (09.00). There will be one morning and one afternoon break but they must be flexible till the end of the day (17.00).

Lunch break will be from 13.00 to 14.00

Monday (day 1)

| Time | Content | Activity/ Remarks |
|---------------|---|---|
| 09.00-10.00 | Welcome remarks by organizers. Introduction of participants, and facilitator(s); Group expectations & Course overview | PLENARY “Ice-breaking” activities |
| | Clarify understanding of ELC & Debriefing | Knowledge Check & Clarify Understanding |
| | Participant’s session delivery (20 min) followed by group and facilitator debriefing. | ELC & Debriefing |
| At all time | The facilitator will debate with group the knowledge, skills or abilities that might contribute for the achievement of the aim & objectives of the course | As necessary |
| 13.00 - 14.00 | Lunch break | |

| | | |
|-------|---------------------------|--|
| 17.00 | End of the day activities | |
|-------|---------------------------|--|

Tuesday (Day 2)

| Time | Content | Activity/ Remarks |
|---------------|---|-------------------|
| 09.00- | Review of previous day & group concerns | |
| | Continuation of the Participant's session delivery (20 min) followed by debriefing. | ELC & Debriefing |
| At all time | The facilitator will debate with group the knowledge, skills or abilities that might contribute for the achievement of the aim & objectives of the course | As necessary |
| 13.00 - 14.00 | Lunch break | |
| 17.00 | End of the day activities | |

Wednesday (Day 3)

| Time | Content | Activity/ Remarks |
|---------------|--|---|
| 09.00- | Review of previous days & group concerns | |
| | Experiential Learning Cycle & Debriefing Model | Group discussion |
| | Trainer centred Vs Student centred Adult learning methods | Debate Individual Activities |
| | Factors affecting the selection of training methods If time allows debate on Domains of Learning and Taxonomy of Learning Objectives (D. Bloom) | "Mind Mapping" exercise followed by group discussions |
| 13.00 - 14.00 | Lunch break | |
| 17.00 | End of the day activities | |

Thursday (Day 4)

| Time | Content | Activity/ Remarks |
|------------------|--|--------------------------|
| 09.00- | Review of previous days & group concerns | |
| | Course organizers to talk to the participants about expectations for the future if necessary | |
| | Each participant will reflect on the future training sessions that s/he will deliver after the course. Action Plan needs to be completed and discussed in the group. The facilitator is to guide the group and clarify any miss understandings. | Individual Activity |
| | Closure & group energizer | “Jelly Tree” |
| 13.00 - 14.00 | Lunch break | |
| 14.00 - 16.00 | Debriefing / Course evaluation Finalisation of training plans / Future activities Closing ceremony (Certificates) | PLENARY |