**IMPACT & SKYE TRAINING POLICY**

Due to the highly participatory and non-formal nature of trainings for the IMPACT and SKYE programs, New Horizons Foundation has adopted the following list of requirements for high-quality trainings. By adhering to this policy we hope to ensure a great return on investment and excellent learning results for the partners involved!

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| **Indicator** | **Leader Trainings** | **Trainings of Trainers** |
| Number of participants | * 15-20 participants ideal * Absolute minimum 10 * Absolute maximum 35 | * 10-12 participants ideal * Absolute minimum 8 * Absolute maximum 20 |
| Verbal translation | * Simultaneous translation (with headsets) ideal; or back-and-forth by professional translator for entire duration of training * Translator available to meet with trainers 1 day before training begins in order to discuss tricky terminology, etc. * Translator available to arrive early each morning to translate flipcharts | * Simultaneous translation (with headsets) ideal; or back-and-forth by professional translator for entire duration of training * Translator available to meet with trainers 1 day before training begins in order to discuss tricky terminology, etc. * Translator available to arrive early each morning to translate flipcharts |
| Written translation | * All handouts translated into local language, with English titles still on top of document (for recognition by trainers) | * All handouts translated into local language, with English titles still on top of document (for recognition by trainers) |
| Materials | * All materials provided to trainers upon arrival on training site (at least 1 full day before training begins) * List of recommended materials purchased in full | * All materials provided to trainers upon arrival on training site (at least 1 full day before training begins) * List of recommended materials purchased in full |
| Training facilities | * Large enough room to accommodate all participants comfortably on chairs, as well as leave room for games and other activities * Second room available for break-out sessions during training * Extensive wall space for hanging flipcharts and visual aids * Equipped with audio-visual equipment | * Large enough room to accommodate all participants comfortably on chairs, as well as leave room for games and other activities * Second room available for break-out sessions during training * Extensive wall space for hanging flipcharts and visual aids * Equipped with audio-visual equipment |
| Trainer reception | * Transportation to/from airport arranged for arrival and departure * Accommodations & all meals provided by partner * Staff from partner meet trainers at least one day prior to training in order to provide orientation * Separate bedrooms for trainers | * Transportation to/from airport arranged for arrival and departure * Accommodations & all meals provided by partner * Staff from partner meet trainers at least one day prior to training in order to provide orientation * Separate bedrooms for trainers |