|CaBatt

Best Practice for
Train-the-Trainer Events

Practical Tips and Recommendations

for organisers and facilitators

CaBatt – Capacity Building for Battery Teachers in Vocational Education and Training

Learn more about the project here - *https://project-cabatt.eu/*

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Introduction

Erasmus+ training courses for Vocational Education and Training (VET) teachers offer valuable opportunities to enhance professional skills and foster collaboration across Europe. These courses enable teachers to improve their expertise, share ideas with international colleagues, and develop innovative practices. Additionally, they support the sustainability of development projects, helping to elevate the quality of vocational education.

Currently, there are few Erasmus+ courses focused on vocational subjects, with most centering on general pedagogy. Key Action 1 enables VET schools to attend or organize their own training. Schools can charge a course fee of €80 per day (for up to 10 days). Funding for participating teachers includes the course fee, travel, and subsistence costs.

This model enables schools to both participate in and organize high-quality training activities, thereby strengthening staff competencies while ensuring financial sustainability through participant fees.

To be successful, it is essential to design courses that meet the Erasmus+ quality standards for Key Action 1. From the very beginning, clear communication about course fees, payment schedules, and cancellation procedures is also crucial.

In this booklet, we share practical tips and tricks based on the CaBatt project's experience in organizing five Erasmus+ training courses for VET teachers. We hope these insights will help you create engaging, high-quality learning experiences that benefit your teachers, your school, and vocational education across Europe.

01. Online courses

a. Before the course

Goal: Build connection, align expectations, and ensure readiness for the physical event.

☑ **Set clear objectives**
Define the learning outcomes of the online course.

☑ **Date and time**
Start preparations in good time. Announcing the courses several months in advance increases participation. Keep in mind European holiday periods (June – September) and exam periods (typically towards the end of semesters). Consider time zone differences across Europe.

01. Online courses

Make an appropriate programme
- Include content and length that are suitable to achieve the learning outcomes.
- Ensure the content's level matches the target group.
- Invite presenters and give them information about the expected learning outcomes, target group for the online course and time and length of presentations.
- Split the theoretical programme into sections and enrich it with cases, quizzes, videos, polls, etc.

Choose a platform that can be used by most
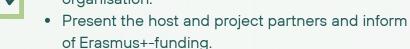Teams or Zoom are good options.

Prepare a form of registration
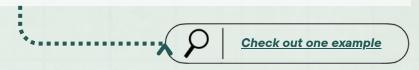Microsoft Forms is a user-friendly programme for making short registration and evaluation forms.

🔍 | *Check out one example*

01. Online courses

Invitation by email

- Communicate the theme of the programme, target group, learning goals, and preliminary agenda.
- Insert a link to the preliminary programme. The programme may be uploaded and developed in Google Docs to give participants easy access to the latest version.
- Provide clear information about costs and requirements so that participants can fully commit and arrange financing within their organisation.
- Present the host and project partners and inform of Erasmus+-funding.
- Set a deadline for registration and include a link to the registration form.
- Link to project website: If there is a project website, consider having information about the project and registration link on the website in order to increase traffic.
- Make sure the invitation is sent to a suitable number of stakeholders, institutions, partners, etc.

Check out one example

01. Online courses

Confirmation of attendance

After the registration deadline, send an email to all participants with:

- confirmation of their participation in the course;
- information about any tasks or pre-reading they should do before the course;
- link to the updated programme;
- calendar invitation to the online webinar;
- other practical information concerning the physical event, including travel tips and hotel recommendations.

🔍 | *Check out one example*

Reminder
Send participants a welcoming reminder a few days before the course.

01. Online courses

b. During the course session(s)

Welcome
Begin with an icebreaker activity or interactive poll to create energy and to get to know the participants. Have a presentation round if the number of participants is not too hight.

Record the event so participants can revisit it if needed, but ensure everyone agrees if it is an interactive session.

Meeting guidelines and information
- Encourage cameras on, but be flexible — some may have bandwidth limits.
- Give information about the programme and the number of breaks.
- Inform about questions and hand-raising-rules.

01. Online courses

Programme
- **Interactive methods:** Use breakout rooms for small-group exchanges, polls (Mentimeter, Slido), and whiteboards to keep engagement high.
- **Time management:** Keep sessions short (max 90 minutes) and allow 5–10 minutes breaks.
- **Language support:** Keep language simple and visuals clear; participants' English levels may vary.
- Inform about the project's website and social media channels to increase traffic and followers.
- **Wrap-up:** Summarize key insights and explain how the online work connects to the physical event.
- Inform participants how the course materials will be shared with them after the online session.
- Go through the programme for the physical event and remind participants about travel details, what to bring, and any pre-assignments.

Check out one example

02. Physical Courses

a. Before
the course

Goal: Facilitate experiential learning, collaboration, and exchange among VET teachers.

Set clear objectives
Define the learning outcomes of the online course.

02. Physical Courses

Make a suitable programme
- Make sure the length of the programme is compatible with Erasmus+ regulations for the course
- Make sure that the content of the programme is suitable for the target group. Remember that VET teachers often prefer hands-on training and the opportunity to explore various learning environments, equipment, and training materials.
- The programme should therefore be varied and include both theoretical learning, company or lab visits, workshops, and the possibility of interaction and peer feedback.
- Make an interesting programme also for the last day so that people do not leave earlier

02. Physical Courses

Prepare the agenda
- Time, place, and detailed agenda for all days, including breaks and evening activities.
- Practical info (venue map, transport options, nearby lunch places, cultural notes).
- A good advice is to upload the programme to Google Docs so that the participants have easy access to the latest version of the programme.

🔍 | *Check out one example*

Prepare a form of registration
Microsoft Forms is a good tool for such registration forms. The registration should include optional and mandatory activities, questions about special needs or dietary restrictions, and questions about GDPR/sharing of participation information and photos.

Social media or group chat
Create a WhatsApp group for quick message and photo sharing among all participants.

02. Physical Courses

Logistics readiness
- Book venues for the physical course.
- Invite presenters and make agreements with companies for visits – have meetings with them beforehand to make sure they understand the content of the programme and the participants' backgrounds.
- Book hotels or reserve rooms. Use organisers' agreements or ask for better group prices.
- Plan for lunches and dinners - book tables and menus, and the deadline for information about the number of guests and special needs/diets.
- Plan for/book transportation if the course moves between venues.
- Book coffee and fruit/cookies for morning welcome and breaks.
- **Social activity:** plan for social events during the course, where participants may get a cultural experience.
- Confirm venue accessibility, Wi-Fi, name tags, signage, and technical setup.

Sustainability
Minimize printouts, use local food, and suggest public transport options.

02. Physical Courses

Confirm presenters' readiness
Contact presenters and companies to confirm their readiness.

Feedback Questionaire
Prepare a feedback or evaluation questionnaire for participants and organisers. Remember to ask questions that relate to the project's KPIs. Suggested programme: Microsoft Forms.

🔍 | *Check out one example*

Prepare Certificates of Attendance
Make sure all names are correct. Print out and sign them before the event.

Welcome pack
(Only if deemed necessary and sustainable)
Could include a reusable tote bag with, for example, a note pad and pen, programme, list of participants, local tourist information, and some local sweets.

02. Physical Courses

☑ Prepare name tags that include the participant's name, organization, and, for example, a flag indicating their country.

☑ **Gifts to presenters and companies**
If appropriate, prepare a small token of appreciation to presenters and company representatives. If the organising project group is international, all partners could bring a small gift from their respective countries. Alternatively, you can choose to donate, for example, €10 per speaker to a charitable cause, such as an environmental initiative.

☑ **Technical support**
If needed, ensure technical staff are available during the event in case of any technical issues. Clarify WIFI use for guests.

02. Physical Courses

Media presence
Consider inviting local media or institutional communication officers to write news articles and or take photos during the event.

Contact the restaurants with information on the number of guests and special diets.

Welcome email
A few days before the event, send a welcome e-mail to all participants, informing them of any changes to the programme, the forecast, and any preparations they should make or items they should bring.

Gather all presentations
All presentations should be collected on beforehand for smooth transmission during the event.

02. Physical Courses

Prepare the venue
- Make posters and put out roll-ups to show the way to the venue.
- Technical check of microphones, sound, and screens.
- Table ready with name tags, programme for the day, and WIFI password.
- Coffee and water for participants and presenters.
- Bring the gifts to the venue.

02. Physical Courses

b. During the course

Easy mornings
It is advisable to start the programme at the same time and at the same venue every morning. If not, make sure to give accurate information to avoid misunderstandings. Use the WhatsApp group to inform.

Ice-breaking activity
On the first day, the programme should include an activity that allows participants to get to know each other. This could be an informal presentation round or an icebreaker activity. Make sure all participants have joined the WhatsApp group.

02. Physical Courses

Bring lists!
- The organisers should have participant lists available at all times to ensure that everyone is present.
- Lists with participants' menu choices for lunches/dinners is advisable, as many may have forgotten what they chose.
- An attendance list for participants to sign each day, according to Erasmus+ rules.

Documentation
- Remember to take photos during the event, including at least one group photo, but remember to ask permission before taking photos of participants, presenters, in labs, and in companies.
- Gather quotes and share highlights for reporting.

02. Physical Courses

Practice and exchange

Include a session for reflection and action planning to encourage participants to share examples and multiply learning. This could be arranged through the format of a Learning Café.

🔍 | *Check out one example*

Breaks and spare time

Make sure to have breaks during the programme, enough time for lunch and the possibility of spare time/relaxation between the programme and dinner/evening activities.

Dissemination

Have a dedicated person for posting on social media during the event.

02. Physical Courses

Evaluation
Collect feedback before departure to increase the response rate. Present a QR code on screen for access to the evaluation form, and ask participants to fill it out on their mobile phones.

Wrap-up and future activities
Summarize the key insights from the physical course and inform about any relevant upcoming events and activities that may be of interest.

Certificates of Attendance
Hand out Certificates of Attendance to all participants before they travel home.

02. Physical Courses

c. After the course

Follow-up communication
- Send a thank-you email to all participants with a link to digital materials, group photos, and any follow-up resources.
- Send a thank you e-mail to presenters, companies, or others who participated or supported the event.

Dissemination
- Summary post on social media, for instance, LinkedIn.
- Encourage participants to post short reflections or best practices on institutional websites or Erasmus+ platforms (EPALE, eTwinning, etc).

Evaluation and reporting
- Organizers should hold a short debrief to identify what worked and what to improve.
- A summary report of the event should be prepared.

Tables for validation

Online courses
a. Before the course

To support the practical application of the good practices described throughout this booklet, the following checklists provide a clear overview of the key steps for organising and implementing Train-the-Trainers sessions. These tables are designed to serve as quick reference tools — helping organisers plan, prepare, and monitor each stage of the process efficiently.

Each table corresponds to a specific phase of preparation, from defining objectives and setting the programme to managing invitations, confirmations, and reminders. By using them, facilitators can ensure that all essential elements are covered and easily keep track of progress. The checklists can also be printed and used as a step-by-step guide during the organisation of future sessions.

Tables for validation

N°	Step	Check
1	**Set clear objectives**	
	Define the learning outcomes of the online course.	☐
2	**Date and time**	
	Start preparations in good time.	☐
	Announce the course several months in advance to increase participation.	☐
	Avoid European holiday (June–September) and exam periods.	☐
	Consider time zone differences across Europe.	☐
3	**Make an appropriate programme**	
	Ensure content and length match the intended learning outcomes.	☐
	Match the content level to the target group.	☐
	Invite presenters and share expected outcomes, target group, and timing.	☐
	Divide theory into sections; include cases, quizzes, videos, polls, etc.	☐

Tables for validation

N°	Step	Check
	Tools and Setup	
4	**Choose a platform that can be used by most**	
	Use a common, accessible tool such as Teams or Zoom.	☐
	Test audio, video, and screen sharing in advance. (optional addition for clarity)	☐
5	**Prepare a form of registration**	
	Use Microsoft Forms (or similar) to create a short registration form.	☐
	Prepare an evaluation form for later feedback.	☐

Tables for validation

N°	Step	Check
	Communication with Participants	
	Invitation by email	
6	Clearly communicate the theme, target group, and learning goals.	☐
	Share a preliminary agenda and link to the draft programme (e.g., Google Docs).	☐
	Include information about costs and participation requirements.	☐
	Present the host organisation and project partners. Mention Erasmus+ funding.	☐
	Set a clear registration deadline and include the registration link.	☐
	Add a link to the project website (with information and registration form).	☐
	Send the invitation to a suitable number of stakeholders, institutions, and partners.	☐

Tables for validation

N°	Step	Check
	Follow-up and Reminders	
	Confirmation of attendance	
7	Send confirmation email to registered participants.	☐
	Include any pre-course tasks or pre-reading.	☐
	Provide a link to the updated programme.	☐
	Add a calendar invitation to the online webinar.	☐
	Share practical information about the physical event (travel, accommodation, etc.).	☐
8	**Reminder**	
	Send a friendly reminder a few days before the course.	☐

Tables for validation

Online courses
a. During the course(s)

While the preparation stage ensures everything runs smoothly behind the scenes, the success of the session itself depends on how it is delivered. The following checklist focuses on maintaining engagement, setting the right tone, and ensuring participants receive clear information throughout the event. These steps help trainers create an interactive, inclusive, and well-organised learning experience for all participants.

Use this checklist as a live reference during the session to confirm that each element has been addressed — from the warm welcome to the wrap-up and follow-up information.

Tables for validation

N°	Step	Check
1	**Welcome**	
	Start with an icebreaker activity or interactive poll to create energy and interaction.	☐
	Include a short presentation round if the group size allows.	☐
2	**Recording**	
	Record the event so participants can revisit it later if needed.	☐
	Ensure participants give consent if the session is interactive.	☐
3	**Meeting guidelines and information**	
	Encourage participants to keep cameras on, but be flexible with bandwidth limitations.	☐
	Share the programme outline and indicate the number and timing of breaks.	☐
	Explain how participants should ask questions or use the "raise hand" function.	☐

Tables for validation

Nº	Step	Check
	Programme delivery	
	Interactive methods: Use breakout rooms, polls (e.g., Mentimeter, Slido), and whiteboards to keep engagement high.	☐
	Time management: Keep sessions short (max 90 minutes) with 5–10 minute breaks.	☐
	Language support: Use clear language and visuals to accommodate different English levels.	☐
4	Share the project's website and social media channels to encourage follow-up and visibility.	☐
	Wrap-up: Summarise key insights and connect online learning with the physical event.	☐
	Explain how course materials will be shared after the session.	☐
	Review the programme for the physical event and remind participants about travel details, what to bring, and any pre-assignments.	☐

Tables for validation

Physical Courses
a. Before the course

Thorough preparation is essential for ensuring a smooth and engaging physical Train-the-Trainers course. This stage involves defining objectives, designing an effective and varied programme, managing logistics, and confirming that all partners and presenters are ready. Careful planning at this stage not only enhances participant satisfaction but also strengthens the organisers' professional image.

The checklist below gathers all the main preparatory tasks in one place. It can be used as a practical planning tool — a step-by-step guide to confirm that every element, from the programme structure to logistics and communication, has been addressed before the event begins.

Tables for validation

N°	Step	Check
1	**Set clear objectives**	
	Define the learning outcomes of the course.	☐
2	**Make a suitable programme**	
	Ensure programme length aligns with Erasmus+ course regulations.	☐
	Adapt content to the target group — VET teachers appreciate hands-on training and varied activities.	☐
	Include theoretical learning, company/lab visits, workshops, and peer feedback opportunities.	☐
	Plan an engaging final-day programme to discourage early departures.	☐
3	**Prepare the agenda**	
	Define time, place, and a detailed agenda for all days (including breaks and evening activities).	☐
	Include practical information: venue map, transport, nearby lunch spots, cultural notes.	☐
	Save and share the programme in Google Docs for easy access to updates.	☐

Tables for validation

Nº	Step	Check
4	**Prepare a registration form**	
	Use Microsoft Forms or similar.	☐
	Include optional and mandatory activities, special needs/diets, and GDPR/photo consent.	☐
5	**Social media or group chat**	
	Create a WhatsApp group (or similar) for messages and photos among participants.	☐
6	**Logistics readiness**	
	Book venues for the course.	☐
	Invite presenters and confirm company visit arrangements; ensure they understand participant backgrounds.	☐
	Book hotels or reserve rooms; request group rates when possible.	☐
	Arrange lunches and dinners—confirm menus, special diets, and final numbers deadlines.	☐
	Organise transportation if activities take place at different venues.	☐
	Order coffee, fruit, or snacks for breaks.	☐

Tables for validation

Nº	Step	Check
6	**Logistics readiness (continuation)**	
	Plan social or cultural activities for participants.	☐
	Confirm accessibility, Wi-Fi, name tags, signage, and technical setup.	☐
7	**Sustainability**	
	Limit printouts, use local food, and encourage public transport.	☐
8	**Confirm presenters' readiness**	
	Contact presenters and companies to confirm participation and preparedness.	☐
9	**Feedback questionnaire**	
	Prepare an evaluation form (e.g., Microsoft Forms) linked to project KPIs.	☐
10	**Prepare Certificates of Attendance**	
	Verify names and print signed certificates before the event.	☐

Tables for validation

Nº	Step	Check
11	**Welcome pack (if needed and sustainable)**	
	Include a reusable tote bag, notepad, pen, programme, participant list, local info, and small gift.	☐
	Prepare name tags with name, organisation, and country flag.	☐
12	**Gifts to presenters and companies**	
	Prepare small appreciation gifts or consider donating a symbolic amount to a charitable cause.	☐
13	**Technical support**	
	Ensure technical staff are available; verify Wi-Fi access for guests.	☐
14	**Restaurant coordination**	
	Contact restaurants to confirm guest numbers and dietary needs.	☐
15	**Welcome email**	
	Send a welcome message a few days before the event with updates, weather info, and reminders.	☐

Tables for validation

Nº	Step	Check
16	**Gather all presentations**	
	Collect all files beforehand for smooth transitions during sessions.	☐
17	**Prepare the venue**	
	Display posters and roll-ups for directions.	☐
	Test microphones, sound, and screens.	☐
	Set up registration tables with name tags, programmes, and Wi-Fi passwords.	☐
	Arrange coffee, water, and gifts for participants and presenters.	☐

Tables for validation

Physical Courses
b. During the course

Throughout the course, careful attention to logistics, engagement, and participant experience ensures a smooth, productive event. This checklist highlights key aspects of daily organisation, from starting the mornings efficiently to facilitating interactions, documentation, and final wrap-up.

Use this table as a practical reference to ensure that all essential activities are completed each day, that participants are engaged, and that organisers can maintain a structured, well-documented course environment.

Tables for validation

N°	Step	Check
	Easy mornings	
1	Start the programme at the same time and venue each morning when possible.	☐
	Provide accurate information via WhatsApp if there are changes.	☐
	Ice-breaking activity	
2	Include an activity on the first day to help participants get to know each other.	☐
	Encourage all participants to join the WhatsApp group.	☐
	Bring lists	
3	Keep participant lists available to check attendance.	☐
	Track lunch/dinner menu choices.	☐
	Have an attendance list for participants to sign daily (Erasmus+ requirement).	☐

Tables for validation

N°	Step	Check
4	**Documentation**	
	Take photos during sessions, labs, and visits, but obtain permission first.	☐
	Collect quotes and highlights for reporting purposes.	☐
5	**Practice and exchange**	
	Include reflection and action planning sessions for participants to share examples and multiply learning.	☐
	Use formats like a Learning Café to facilitate exchange.	☐
6	**Breaks and spare time**	
	Schedule breaks and sufficient time for lunch and relaxation between sessions and evening activities.	☐
7	**Dissemination**	
	Assign a person to post updates on social media during the course.	☐

Tables for validation

N°	Step	Check
8	**Evaluation**	
	Collect feedback before departure to maximise response rate.	☐
	Provide a QR code for easy mobile access to the evaluation form.	☐
9	**Wrap-up and future activities**	
	Summarise key insights from the course.	☐
	Share information about upcoming relevant events or activities.	☐
10	**Certificates of Attendance**	
	Hand out certificates to all participants before they leave.	☐

Tables for validation

Physical Courses
c. After the course

The follow-up phase ensures that the impact of the course extends beyond its duration. Maintaining communication, sharing resources, and documenting outcomes are key steps to consolidate learning, strengthen networks, and support continuous improvement.

This checklist helps organisers track all essential post-course activities, from thanking participants and contributors to sharing insights and preparing reports for evaluation and future reference.

Tables for validation

Nº	Step	Check
	Follow-up communication	
1	Send a thank-you e-mail to all participants with links to digital materials, group photos, and follow-up resources.	☐
	Send a thank-you e-mail to presenters, companies, and others who supported the event.	☐
	Dissemination	
2	Post a summary on social media (e.g., LinkedIn).	☐
	Encourage participants to share reflections or best practices on institutional websites or Erasmus+ platforms (EPALE, eTwinning, etc.).	☐
	Evaluation and reporting	
3	Hold a debrief session with organisers to identify successes and areas for improvement.	☐
	Prepare a summary report of the event.	☐

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Practical Tips and Recommendations

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