



# SEADS Residential Training of Trainers Policy

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Following publication of the first edition of the SEADS Handbook in 2022, SEADS designed a training program based on residential Training of Trainers (ToT) courses, which aimed to build training capacity in countries affected by humanitarian crises. ToT graduates are equipped with the skills, materials, and methods required to run the standard SEADS Practitioner Course in their own countries and regions. This Practitioner Course brings the SEADS standards to life and enables practitioners to improve program quality and impact on livelihoods.

This policy applies only to SEADS residential ToT courses.

Only ToT courses organized by SEADS and delivered by the SEADS ToT training team can train SEADS Trainers. ToTs can be either regional or national.

Residential ToTs can be commissioned by organizations/institutions (local or international) if they have the funds to pay for a full course of 16-18 participants, or are commissioned by a group of organizations with a lead agency. A SEADS ToT course lasts six days, including a full three-day SEADS Practitioner Course followed by three days of training in participatory training techniques, adult learning principles, and training practice sessions. Participants are given a full set of proprietary digital training materials and, on completion of the ToT, they become SEADS Trainers.

Participants of SEADS-funded ToTs and Practitioner Courses will complete digital evaluations, assessing the organization, achievement of objectives, and administration of the course, which are sent to participants on the last day of the training. ToT participants

will also be evaluated by the SEADS ToT training team during their course. Those showing significant promise will be invited to lead a SEADS Practitioner Course for local non-governmental organizations, with funding from SEADS and support from a SEADS ToT trainer.

For SEADS-funded Practitioner Courses, participants will evaluate trainers through anonymous digital evaluations sent to them directly by SEADS. For courses funded by other organizations, SEADS requests, but does not require, that evaluation results be shared with them.

After completing the ToT course, graduates are encouraged to organize SEADS Practitioner Courses in their own countries or regions. SEADS Trainers must complete one satisfactory\* SEADS Practitioner Course within one year of their ToT course to remain a SEADS Trainer. To become an accredited SEADS Trainer and be listed on the SEADS website, they must conduct a second satisfactory Practitioner Course within two years of their ToT. SEADS will make the names of Trainers who have completed the ToT course available to organizations that inquire prior to Trainers receiving their accreditation, with the caveat that they are not yet accredited.

Only SEADS Trainers (those who have completed a SEADS ToT course) are authorized to deliver the SEADS Practitioner Course, using the official curriculum and materials. These materials are not publicly available and should not be shared beyond what is given to participants during training. Practitioner Course participants also receive a copy of the SEADS Handbook, either in hard copy or as a printed PDF from the SEADS website. This approach ensures that SEADS maintains a high standard of training while disseminating its principles and standards effectively. SEADS training materials are copyrighted to SEADS, and are for use only by SEADS Trainers who have been trained during an official SEADS ToT. The materials should not be copied or distributed to others. In order for a training to qualify as an accredited SEADS Training course, the course must be delivered by a SEADS Trainer using the full agreed set of materials.

*\* "Satisfactory" will be determined by anonymous participant evaluations of the training and of the trainer.*