



# Guide to organizing SEADS training

May 2025

These steps are designed to help partner organizations fund and organize their own six-day Training of Trainers (ToT) Course or three-day Practitioners Course (PC). For detailed guidance, refer to the [SEADS Residential Training of Trainers Policy](#).

## 1. Define the training scenario

Consider your organization's training needs. For more detailed information, refer to the SEADS Regional ToT Courses FAQs ([link](#)). Organizing training for your own staff or implementing partners is typically more manageable and cost-effective, allowing for shared expenses and collaboration.

## 2. Secure your trainers and set a date

Begin planning at least three months in advance to secure your trainers. Options

include using SEADS training consultants, or any of the 16 graduates from the first ToT training in Ethiopia<sup>1</sup> (the SEADS training consultants hold their contact details). Once trainers are confirmed, set a date for the training.

## SEADS training consultants

English trainers:

- Emma Jowett (UK based)  
[emmajowett6@gmail.com](mailto:emmajowett6@gmail.com)
- Polly Bodgener (Kenya based)  
[pebodgener@yahoo.co.uk](mailto:pebodgener@yahoo.co.uk)
- Ibrahim Akala Hatibu (Kenya based)  
[hatibu@gmail.com](mailto:hatibu@gmail.com)

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<sup>1</sup> We hope that this pool of practitioner trainers will increase as the SEADS training is rolled out.

English & French trainer:

- Racey Henderson (USA based)  
[raceyhenderson.consulting@gmail.com](mailto:raceyhenderson.consulting@gmail.com)

English, French & Spanish trainers:

- Sylvie Robert (France/Spain based)  
[sylvierobertconsulting@yahoo.fr](mailto:sylvierobertconsulting@yahoo.fr)
- Claire Boulanger (France based)  
[claireboulanger.givim@gmail.com](mailto:claireboulanger.givim@gmail.com)

### Trainer requirements

- ToT requirements:
  - Two SEADS training consultants required
  - Lead consultant: 12 days in total (including preparation, training, wrap-up, reporting and travel)
  - Co-trainer: 11 days in total
- PC requirements:
  - Two SEADS trainers (SEADS training consultants, or Ethiopia ToT graduates, some of whom may be salaried by their organizations)
  - Lead trainer: seven days in total (including training, wrap-up, reporting and travel)
  - Co-trainer: six days in total

### 3. Budget planning

Allocate approximately US\$15,000 to cover costs for two independent SEADS training consultants, including fees, lodging and international travel (e.g., visa/airport transfers). Costs may reduce if only local travel is required.

### 4. Finalize contracts

Complete contracts with the trainer(s) where applicable, referencing the generic [SEADS terms of reference for ToT training consultants](#).

### 5. Secure the venue and logistics

Book a suitable venue, considering factors such as accommodation, meals, supplies and training room setup. Costs will vary by location and may be as high as US\$15,000 for a ToT.

#### Key considerations

- Accommodation for two trainers and participants (18 for ToT, and up to 24 for PC).
- Agency focal point to liaise with the venue.
- Meals, snacks, and necessary supplies.
- Training room and equipment requirements (see [ToT equipment and training room requirements](#) for more details).
- Printing handouts and purchasing stationery for participants.
- Trainers will provide SEADS training materials, including evaluation forms.
- Organizations may involve their communications team to promote the event on social media (please remember to tag SEADS).
- Accessing SEADS Handbooks: Shipping costs can be high, especially to Africa, Asia and Latin America. The most cost-effective option is for participants to download the SEADS Handbook from the SEADS website onto their laptop or tablet.
  - [Arabic](#)
  - [English](#)
  - [French](#)
  - [Spanish](#)

### 6. Final preparations

- Two-three weeks before: confirm trainers' travel plans and participant arrangements.
- One week before: verify all venue logistics and training room setup.
- One day before: trainers and participants should arrive, ensuring the venue is fully

prepared for the training and has all of the necessary supplies and handouts.

## **7. Training implementation and follow-up**

- Trainers will conduct post-training evaluations and submit a brief report, including photos taken at the event (this is a deliverable for the lead trainer).
- SEADS certificates should be printed and distributed to participants upon completion.

Good luck and enjoy implementing **SEADS principles and standards for supporting crop-related livelihood responses in emergencies!**