

Training design exercise templates: Supporting material for the Training of Trainers

These templates are designed for the group exercise in the Training of Trainers session. Participants are invited to work in groups and design a short training script based on the scenario assigned to them. The aim is not to produce a final training package, but to practise using the GenderSAFE / UniSAFE training structure, participatory methods and safe-space principles.

Each group should complete the template by defining the training title, learning objectives, promotional description, target audience, participant preparation and proposed training structure.

Scenario 1

Title

Introduction to gender-based violence in academia

Target group

Staff members in higher education institutions or research organisations. The group can decide whether the training is addressed to all staff or to a specific staff group, such as academic staff, administrative staff, heads of departments or decision-makers.

Specific context

Country-specific context.

Learning objective

Raise awareness about the reality of gender-based violence in higher education institutions.

Script template

Title of the training

[Add title]

Learning objectives

The main objectives of this training are to:

- [Add learning objective 1]
- [Add learning objective 2]
- [Add learning objective 3]

Description for the promotion of the training

This training is designed to [add short description of the purpose, content and expected value of the training].

Who is it for?

[Describe the target audience of the training.]

Participants are expected to:

[Add any preparation needed before the session, such as reading a short case story, reviewing institutional policies or reflecting on existing practices.]

Practical information

Minimum number of participants: 15

Maximum number of participants: 30

Format: Onsite

Language: To be defined depending on the audience

Participation: Mandatory

Duration: 3 hours

Structure of the training

Programme	Approach	Duration	Observations
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Introduction and expectations	Welcome session. Introduction and brief presentation of the programme of the day and its objectives. Participants are invited to share their expectations of the training.	20 min	It is essential for the trainer to emphasise that any group work activities that encourage sharing or discussion should take place in a secure and safe environment. Confidentiality is important and the trainer should stress that what is discussed in the room stays in the room. Considering the sensitive topic, some examples or discussions may be unsettling or triggering for some participants. There may also be participants who are victims or survivors of related experiences and this should be kept in mind. This section should last 15–20 minutes, depending on the size of the group. Trainers should keep an eye on the time.
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
Closing and evaluation	Trainers summarise the main points, invite final reflections and explain any next steps. Participants are invited to complete the exit questionnaire.	[Add duration]	The closing should help participants leave with at least one clear takeaway or next step.

Note for the trainer

[Add any facilitation notes, safe-space considerations, suggested adaptations or reminders.]

Resources

[Add relevant resources, links or supporting materials.]

Scenario 2

Title

Advanced session on designing an action plan to address gender-based violence in academia

Target group

Core staff responsible for Gender Equality Plans and/or gender-based violence.

Learning objective

Use participatory techniques to design a workshop that will kick off an action plan on gender-based violence in the institution.

Script template

Title of the training

[Add title]

Learning objectives

The main objectives of this training are to:

- [Add learning objective 1]
- [Add learning objective 2]
- [Add learning objective 3]

Description for the promotion of the training

This training is designed to [add short description of the purpose, content and expected value of the training].

Who is it for?

[Describe the target audience of the training.]

Participants are expected to:

[Add any preparation needed before the session, such as reviewing institutional policies, reading a case story, preparing examples from their institution or reflecting on existing gaps and needs.]

Practical information

Minimum number of participants: 10

Maximum number of participants: 25

Format: [Add format]

Language: [Add language]

Duration: 4 hours

Structure of the training

Programme	Approach	Duration	Observations
Introduction and expectations	Welcome session. Introduction and brief presentation of the programme of the day and its objectives. Participants are	20 min	It is essential for the trainer to emphasise that any group work activities that encourage sharing or

	invited to share their expectations of the training.		discussion should take place in a secure and safe environment. Confidentiality is important and the trainer should stress that what is discussed in the room stays in the room. Considering the sensitive topic, some examples or discussions may be unsettling or triggering for some participants. There may also be participants who are victims or survivors of related experiences and this should be kept in mind. This section should last 15–20 minutes, depending on the size of the group. Trainers should keep an eye on the time.
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
[Add programme block]	[Describe the approach.]	[Add duration]	[Add observations for the trainer.]
Closing and evaluation	Trainers summarise the main points, invite final reflections and explain any next steps. Participants are invited to complete the exit questionnaire.	[Add duration]	The closing should help participants leave with a clearer idea of how to design or initiate an action-planning process in their institution.

Note for the trainer

[Add any facilitation notes, safe-space considerations, suggested adaptations or reminders.]

Resources

[Add relevant resources, links or supporting materials.]

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