

## **External Trainers | Becoming an EFPSA Trainer**

Before becoming an EFPSA Trainer, you first have to become part of the EFPSA Trainers' Community. In the EFPSA Trainers' Community we strive for diversity between members and acceptance of different working styles. If you officially become part of the EFPSA Trainers' Community, you will be able to call yourself an EFPSA Trainer Candidate and be a step closer to being recognised as an EFPSA Trainer. After that, you can submit your application for becoming an EFPSA Trainer, which means you will be part of the EFPSA Trainers' Pool.

### **What do you get from becoming an EFPSA Trainer?**

Being an EFPSA Trainer provides you with many benefits, such as:

- Delivering training sessions on behalf of EFPSA within and outside of the Federation
- Gaining access to the knowledge exchange between EFPSA Trainers
- Different training opportunities from other organisations
- Being part of the EFPSA Congress Trainers' Team and Training Office
- Actively contributing to the development of EFPSA's Training System
- Becoming an EFPSA Training Mentor
- Having EFPSA Trainer's Jackets
- Officially represent EFPSA Training in external organisations
- Receiving EFPSA Trainer Certificate
- And many more

Please find the requirements of how to become part of the EFPSA Trainers' Community (Phase 1) and EFPSA Trainers' Pool (Phase 2) below.

## Phase 1: Becoming part of the EFPSA Trainers' Community

You are eligible to join the EFPSA Trainers' Community if:

1. You are a psychology student or graduate (max. 2 years from graduation)
2. You have attended an international/national basic training course (Train the Trainers education).
3. You are able to deliver sessions in English

### *1<sup>st</sup> step: Approval of the training course you have attended and your English level*

As a first step you need to send a Certificate of Graduation and Training Schedule with description of the content (e.g. in the form of handouts or a report) from the training course you have attended to External Training Responsible - [externaltraining@efpsa.org](mailto:externaltraining@efpsa.org). The schedule of the training course needs to be approved by the EFPSA Training Office.

**Basic criteria for approving the training course are:**

- Duration - at least 40 hours
- Includes participants own delivery during TtT
- Topics included: non-formal education, Kolb cycle & 4MAT, training design (including goals setting), group dynamics/dealing with participants, communication/feedback, facilitation, debriefing, activity management

### **What if the criteria for approving the training course are not met?**

EFPSA Training Office may get in touch with you in order to clarify some missing information about the training course you have attended. If there are some important things missing from the trainer education you have received so far, you will be asked to study those parts in order to move to next steps. EFPSA Training Office will provide you the needed materials which you will need to study. An online meeting will be arranged individually with you and the EFPSA Training Office to discuss the materials by answering practical questions and assessing your knowledge by giving scenarios. The meeting will last from 1h to 1.5h.

In this step you are also asked to send a **proof of your English level**. That can be done by:

- a) Sending a list of session already delivered in English (at least 2 hours),
- b) Sending a certificate of your English level (B2+),

- c) Delivering a short sample session (approx. 15 minutes) during call with TO - in case you will choose this option please state it in your email. If possible this will happen right before or after the EFPSA Training System Open Doors Meeting (see 2<sup>nd</sup> step).

### ***2<sup>nd</sup> step: EFPSA Training System Open Doors Meeting***

Once the training course is approved you will be invited to attend the **EFPSA Training System Open Doors Online Meeting** organised by the EFPSA Training Office. In this call you will learn more about the EFPSA Training System, the Events, the values, mission, and vision of the EFPSA Trainers' Community.

After the Open Doors meeting, if you have fulfilled all the requirements, you will be invited to join the **EFPSA Trainers' Community** and you will be considered as an **EFPSA Trainer Candidate**. That means that you will be added to the EFPSA Trainers' Community Facebook group and Gmail group and that you will be able to easily contact other people in the community for advice, inspiration, idea sharing, etc.

## **Phase 2: Joining the EFPSA Trainers' Pool**

When you are part of the EFPSA Trainers' Community you can apply to EFPSA Trainers' Pool and become EFPSA Trainer.

### ***1<sup>st</sup> step: Choosing an EFPSA Training Buddy***

Once you are part of EFPSA Trainers' Community you are on the same journey as EFPSA TtT graduates. You will receive a Survival Kit, a guide for EFPSA Trainer candidates where you can find a list of Trainers Mentors.

As an EFPSA Trainer candidate you will be able to choose an **EFPSA Training Buddy** to support you in your process of becoming an EFPSA Trainer (Trainers' Community Responsible will explain how the process of picking a Training Buddy works). You can pick an EFPSA Training Buddy either from the listed mentors in the Survival Kit or choose any other available EFPSA Trainer.

As you have already graduated from a different training course, it is possible you have already worked with a mentor of your own or developed yourself as a trainer in some different way. Because of that, you have options here. You can pick one of following options:

- a) **Work with your EFPSA Training Buddy.** You can pick this option even if you already went through a different mentoring system as this gives you a chance to take a look into EFPSA training more deeply. With your EFPSA Training buddy, **you have to have 2 meeting sessions.** They can be online or face to face, and you can adjust the length and the content together with your Buddy, so that these sessions can be of most help for you and your growth.
- b) **If you have already followed a mentorship or a coachship program after you graduated as trainer** you can show us how you worked on your skills there. You will be asked for materials in the next step.
- c) If you have been developing yourself as a trainer in another way **you can show us how have you worked on your skills** (e.g. you have completed any other program which shows you have worked on your personal training development, you have attended events for trainers, you have created and followed your own goals and plans). In this case you will be also asked for materials in the next step.

### ***2<sup>nd</sup> step: Submitting your materials***

As a part of EFPSA Trainers' Community you will receive information once the call for EFPSA trainers is open. This usually happens around two months after the call for EFPSA Trainers' Community, so you would have enough time to prepare.

For applying in this call you will need to send the following documents:

1. **Motivation letter** including future steps in EFPSA (max 1 page)
2. **Reports of 10 hours of training** (including outline, photos of flipcharts and session if possible, feedback and references used)
3. **Training portfolio** (a list of all sessions delivered so far; to which organisations/groups, on which locations; indicating the amount of hours of every delivery and in total)
4. **Report from co-delivered training with an EFPSA Trainer** (the report must be written together with your Training Buddy (this report can be part of the 10 hours needed as a requirement of eligibility))

- The Training Office will ask for additional input from the particular EFPSA Trainer
5. **Reflection letter** on
- the EFPSA Training Buddy process OR your own mentorship / coachship process (personal reflection on what went well, what didn't; how was your relationship with the Training Buddy / mentor / coach; how valuable and helpful was this procedure; what did you learn and gain from it; how did you develop; what will you use for the future)
- OR**
- your own way of self-development as a trainer (personal reflection on what have you done, what were your goals and plans, what went well, what didn't; what did you learn and gain from it; how did you develop; what will you use for the future)
6. **Recommendation letter from a trainer** of the Train the Trainers event (training course) that you graduated from.

### ***3<sup>rd</sup> step: Interview***

After you send all the above materials you will have a final **online interview with the EFPSA Training Office** who will ask you some additional questions about your goals regarding joining the EFPSA Trainers' Pool.

After that the Training Office will decide if you are accepted to the EFPSA Trainers' Pool and you will receive feedback on your application. In case you are not accepted you are encouraged to continue developing yourself as a trainer and apply next time.

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