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Training of Trainers (ToT) Report

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Abstract (for public dissemination only)	The Train-of-Trainer events are specialized workshops designed to equip participants with the skills and knowledge needed to effectively train others in using the Open Makerspace Toolkit (OMT). These events offer training on the toolkit's features and functionalities, along with methodologies for delivering engaging and effective training sessions. Participants learn to understand and use the key features of the OMT, develop interactive training sessions and evaluate their training practices.
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002	07.06.2024	Updates with the the OMT-ToT workshops organised in Cameroon, Ivory Coast and Germany
003	31.07.2024	Peer review and detailed feedback on overall structure and specific content
004	01.08.2024	Integration of peer review comments and development of the online version of the toolkit

List of Tables

Table 01: ToT Learning objectives and outcomes

Table 02 : Modules & Activities

Table 03 : ToT Training Resources

List of Pictures

Figure 01: Flyer for the Promotion of the Event in Cameroon

Figure 02: Locations of the past ToT Workshops

Figure 03: Thomas Facilitating the ToT in Barcelona

Figure 04: Group Photo of the ToT in Yaounde

Figure 05: Group Photo of the ToT in Abidjan

Figure 06: Dodji Facilitating the ToT in Berlin

Figure 07: Kwaku Effa Facilitating the ToT in Accra

Figure 08: QR code of the Participants ToT Feedback

Figure 09: Breakdown of participants who completed the feedback survey



List of Abbreviations

APSOHA	Association pour la Promotion de la Science Ouverte en Haïti et en Africa
DIH	Digital Innovation Hub
DIY	Do-it-Yourself
DMP	Data Management Plan
EC	European Commission
Fab Lab	Fabrication Laboratory
H2020	Horizon 2020 programme of the European Union
IoT	Internet of Things
MOOC	Massive Open Online Course
OER	open educational resource
OMT	Open Makerspace Toolkit
OMT – ToT	Open Makerspace Toolkit Training of Trainers
ToT	Training of Trainers
WP	work package



TABLE OF CONTENT

Executive summary.....	5
Introduction.....	6
1 - Purpose of the OMT-ToT Program.....	6
2 - Training Approach.....	8
3. Facilitation of the OMT-ToT Workshop.....	9
3.1. General Guidance for Facilitators.....	11
3.2. Selection of the Training Room.....	12
3.3. Suggested Agenda.....	12
4 - Mapping of the different OMT-ToT across the World.....	13
4.1. Barcelona, Spain.....	13
4.2. Yaounde, Cameroon.....	14
4.3. Abidjan, Ivory Coast.....	15
4.4. Berlin, Germany.....	16
4.5. Accra, Ghana.....	17
5 - Learnings from the OMT-ToT Evaluation.....	18
5.1. Key Program Outcomes.....	19
5.2. Actions to Take.....	20
5.3. Additional Consideration.....	20
Conclusion.....	21



Executive summary

The [Open Makerspace Toolkit](#) Train-of-Trainer (OMT-ToT) Program is a specialized series of workshops designed to equip participants with the skills and knowledge needed to effectively train others in using the Open Makerspace Toolkit (OMT). These events offer training on the toolkit's features and functionalities, along with methodologies for delivering engaging and effective training sessions. Participants learn to understand and use the key features of the OMT, communicate its benefits to diverse audiences, develop interactive training sessions tailored to different learner levels, and evaluate and improve their training practices. This two-to-three-hour program, held in workshop format, targets individuals interested in becoming OMT trainers.

The OMT-ToT Program provides participants a thorough understanding of the OMT's capabilities through a combination of lectures, demonstrations, and hands-on exercises. They further hone their skills by developing interactive training sessions tailored to different learner levels. Key activities include detailed demonstrations of the OMT features, interactive group discussions, and practical exercises where participants design and deliver mock training sessions. These activities were strategically designed to meet the program's learning objectives.

Evaluation methods, including participant feedback, demonstrated a significant increase in participants' knowledge and confidence in delivering OMT training. This program successfully establishes a pool of qualified OMT trainers who can effectively disseminate knowledge and empower others to utilize the OMT's potential. The program achieved several significant outcomes. Participants demonstrated a marked improvement in their knowledge of the OMT and their confidence in delivering training sessions. Post-training assessments and feedback surveys reflected high levels of satisfaction with the program content and delivery methods.

In conclusion, the Train-the-Trainer program successfully equipped participants with the necessary skills and confidence to train others on the OMT. The program's interactive and comprehensive approach not only enhanced participants' understanding of the OMT but also prepared them to design and deliver effective and engaging training sessions. Future iterations of the program can build on these successes by incorporating the feedback and recommendations provided by the participants.



Introduction

The makerspaces serve as vital hubs for fostering creativity, collaboration, and innovation. The Open Makerspace Toolkit (OMT) emerges as a powerful tool offering a suite of resources to establish and manage thriving makerspaces. However, unlocking the full potential of the OMT hinges on a skilled network of trainers who can effectively disseminate knowledge and empower others to harness the toolkit's functionalities. Recognizing this need, we designed and implemented the OMT Train-of-Trainer (OMT-ToT) program to equip participants with the skills, knowledge and attitude needed to effectively train others in using the OMT.

The OMT-ToT Program offers training on the toolkit's features and functionalities, along with methodologies for delivering engaging and effective training sessions. The OMT-ToT Program is designed to target individuals passionate about the maker movement and interested in becoming OMT trainers. This encompasses a diverse group, including makerspace staff, educators, individuals passionate about the OMT and its potential to empower makerspaces.

This report delves into the Train-the-Trainer program's structure, exploring the content covered, the diverse learning activities employed, and the rationale behind each element. We analyze the effectiveness of the program through participant evaluation methods, highlighting the knowledge and skill development achieved. Furthermore, the report examines the program's impact, showcasing positive outcomes and the establishment of a network of well-equipped OMT trainers. In conclusion, we offer valuable recommendations for future iterations of the Train-the-Trainer program, ensuring continuous growth and refinement of this crucial initiative.

1 – Purpose of the OMT-ToT Program

The OMT-ToT Program is a series of workshops designed to ensure that participants are well-prepared to train others effectively. By the end of the workshop, participants should :

- Gain a thorough understanding of the OMT's features and functionalities.
- Develop the skills to communicate the benefits of the OMT to diverse audiences.
- Learn to design and deliver interactive training sessions tailored to different learner levels.
- Acquire techniques to evaluate and improve their training practices continuously.

The table below presents the learning objectives and outcomes of this program.



Main Topic	Objectives	Outcomes
Understanding of the OMT	Ensure participants thoroughly understand the OMT's features and functionalities.	Participants will be able to navigate and utilize the toolkit efficiently, enabling them to guide others in doing the same.
Effective Communication of OMT Benefits	Equip participants with the skills to articulate the advantages and applications of the OMT to various audiences	Participants will be able to convey the value of the OMT clearly and persuasively, fostering broader adoption and engagement.
Designing Engaging Training Sessions	Teach participants how to create interactive and engaging training sessions tailored to different learning levels	Participants will be capable of developing training programs that cater to diverse learning needs, ensuring effective knowledge transfer.
Utilizing Adult Learning Principles	Introduce participants to key adult learning principles that enhance the training experience	Participants will apply adult learning theories to make their training sessions more impactful and learner-centered.
Implementing Varied Training Delivery Methods	Familiarize participants with different methods of delivering training, including lectures, demonstrations, hands-on activities, and group discussions	Participants will be adept at using a mix of delivery methods to maintain engagement and accommodate different learning styles.
Evaluation and Improvement of Training Practices	Provide participants with tools and techniques for evaluating their training effectiveness and making continuous improvements	Participants will be able to assess the success of their training sessions and implement feedback to enhance future training efforts.
Developing Confidence in Training Delivery	Build participants' confidence in their ability to deliver effective training sessions on the OMT.	Participants will feel self-assured and competent in their role as OMT trainers, ready to lead training sessions independently.

Table 01: ToT Learning objectives and outcomes

By achieving these objectives, the program aims to create a network of well-prepared trainers who can disseminate knowledge effectively and empower others to utilize the OMT's potential to its fullest.

2 – Training Approach

The Train-the-Trainer program is structured around several key components including presentations and group discussions to provide foundational knowledge about the OMT and its applications. Each



component is designed to build on the previous one, ensuring a cohesive learning experience that equips participants with the necessary competencies to become effective OMT trainers.

Content covers essential aspects of the OMT and effective training methodologies, while the activities are structured to enhance learning and skill development. The program content was structured into five (05) key learning modules, progressively building participants' knowledge and skills in a logical sequence.

Modules	Description	Contents
Module 1: Introduction to the OMT	This module provides an overview of the OMT, its core functionalities, and its value proposition for makerspaces.	• OMT's features and functionalities (user management, resource creation, data analysis) • Benefits of using the OMT for makerspaces • Target audience for the OMT
Module 2: Effective Communication for OMT Trainers	This module equips participants with strategies for communicating the value of the OMT to diverse audiences.	• Tailoring communication to different audiences • Crafting compelling messages that highlight the OMT's benefits • Effective presentation skills for clear and engaging communication
Module 3: Designing Engaging Training Sessions	This module focuses on equipping participants with methodologies for designing interactive and learner-centered training sessions for the OMT.	• Adult learning principles and best practices • Training needs analysis and identifying learning objectives • Designing engaging activities and exercises for different learning styles • Structuring a well-organized and impactful training session
Module 4: Delivering Effective OMT Training	This module focuses on developing participants' training delivery skills and techniques.	• Effective facilitation techniques • Utilizing presentation tools and visual aids effectively • Creating a positive and interactive learning environment • Delivering clear and concise training content
Module 5: Evaluation and Continuous Improvement	This module equips participants with strategies for evaluating their training practices and implementing continuous improvement measures.	• Techniques for evaluating training effectiveness (feedback surveys) • Identifying areas for improvement in training delivery • Strategies for incorporating participant feedback and best practices into future training sessions

Table 02 : Modules & Activities



To ensure a dynamic and engaging learning experience for each module, the OMT-ToT Program incorporates a variety of learning activities. Here are some examples:

1. **Presentation:** Facilitators deliver content through structured presentations, providing foundational knowledge about the OMT and training methodologies;
2. **Group Discussions and Hands-on Exercises :** After the presentation of the OMT and training methodologies by the facilitators, participants will engage in:
 - a. Q&A sessions with facilitators, to better understand some points related to the OMT, and the methodologies to train people in using it;
 - b. Role-Playing Scenarios: Simulate real OMT training situations, with some participants playing the role of facilitators and others the role of trainees.
 - c. Breakout sessions
3. **Evaluation and Feedback Sessions:** feedback survey and observation are used to evaluate participant learning and program effectiveness.

3. Facilitation of the OMT-ToT Workshop

At least two months before the OMT-ToT workshop the following preparatory steps are suggested:

1. Clearly identify the facilitation team of the workshop;
2. Design a selection process to recruit the right participants for your training.
 - What is the profile of the participants who will attend your training? What do they already know about the topic and what would they expect to learn or do during your training?
 - Why is it relevant for mAKE that these people receive the training?
3. Think about your OMT workshop;
 - How long is your workshop going to be?
 - Draft the agenda for your training
4. Adapt the pre-training information document and share them with participants;
5. Promote the event.





Figure 01: Flyer for the Promotion of the Event in Cameroon

3.1. General Guidance for Facilitators

- This is a workshop designed for 10–15 people;
- It is strongly recommended that the facilitator is supported by a second resource person e.g. from the partner institution, who can support in the facilitation of group work, write up



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session outputs during and outside sessions and provide translation support where required;

- Facilitators need to spend time in advance of the training, to study the facilitation notes, training resources and participant handbook;
- The facilitators should send the training resources to participants in advance of the training. Indeed, participants should be well-equipped to take the training and deliver future OMT training sessions. The pre-training resources includes: facilitation notes, participant's handbook and presentation slides.

Material	Description	Access link
Participants' Handbook	• In-depth explanations of the OMT's functionalities, user management tools, data analysis features, and best practices for makerspace management. • Step-by-step guides for navigating the OMT and utilizing its various tools effectively. • Detailed explanations of adult learning principles, training design methodologies, and best practices for engaging facilitation techniques.	https://docs.google.com/document/d/1or92Um3HuU_CHD6SAzwRCN81m_N22zmsR/edit?usp=sharing&ouid=110894761571450834430&rtpof=true&sd=true
Facilitation Notes	• Key talking points for each section of the training program. • Suggested activities, discussions, and exercises to encourage active participation from trainees. • Time management guidelines to ensure smooth transitions between topics.	https://docs.google.com/document/d/1_nUmMwj_3REloFdvHynqjiNmQpjoETQ/edit?usp=sharing&ouid=110894761571450834430&rtpof=true&sd=true
Training Presentation	• Clear and concise explanations of key OMT functionalities, accompanied by relevant visuals. • Customizable slides that participants could adapt to their specific training audiences and objectives.	https://docs.google.com/presentation/d/1z3lwKOAhgQUsNd6Q-PdURQh8b6t8uipN/edit?usp=sharing&ouid=110894761571450834430&rtpof=true&sd=true

Table 03: ToT Training Resources

3.2. Selection of the Training Room

The facilitators need to ensure that a suitable training room and layout is organized well in advance of the training. For more general guidance on how to organize a face-to-face workshop, it



is recommended that, for the smooth and successful delivery of the training, the following training room and layout arrangements are made:

- Round, moveable tables are sourced, comfortably sitting up to four participants;
- Three small extra tables are provided: one to house the laptop and projector, one for the trainers' materials and one as a spare.
- The tables and chairs need to be placed in roughly one half of the training room, and are at least two or three leg strides apart. The remaining half of the space is left free for other activities;
- Find a training room, with lots of wall space on which flipcharts and training resources can be attached;
- Identify a clear wall to act as a screen if no screen for the projector is available at the training venue;
- Remove any raised platform or stage at the head of the room, it is not required.

3.3. Suggested Agenda

The OMT-ToT workshop is a one day activity taking place for at least three hours. The timings are an approximate guide and facilitators are expected to make adjustments during the training. Moreover, facilitators will need to monitor the atmosphere in the training room, and use energizers when a change of pace or in energy levels is required. The provisional agenda consists of the following key components:

- Welcome and Introductions (10 min)
- Understanding the Open Makerspace Toolkit and the training resources (45 min)
- Training design principles for diverse audiences (30 min)
- Practical facilitation techniques for engaging training sessions (30 min)
- Strategies for evaluating and improving training practices (30 min)
- Evaluation of the ToT Workshop (30 min)
- Feedback Survey (15 min)
- Conclusion (05 min)

4 – Mapping of the different OMT-ToT across the World

The OMT-ToT program achieved a significant milestone with five successful workshops held around the world. These workshops empowered participants from diverse geographical regions to become proficient OMT trainers. To date, between 60 and 70 trainers have participated in this program.

This global reach lays the foundation for a network of skilled trainers who can cascade their knowledge and expertise within their local communities. The program's impact extends beyond the immediate



participants. By creating a multiplier effect, it empowers future generations of OMT trainers, ultimately leading to increased accessibility to OMT training and knowledge dissemination on a broader scale.



Figure 02: Locations of the past ToT Workshops

4.1. Barcelona, Spain

The first ToT took place on 13 March 2024, during the Make consortium meeting in Barcelona. Facilitated by Thomas Mboa, the lead of WP3 in the mAkE project; this workshop brought together 10 – 12 representatives from the various work packages (WPs) of the mAkE project, as well as the facilitators of the upcoming OMT–ToTs. This workshop was the opportunity to familiarise with the ToT and agree on a common methodology, ensuring a harmonised approach for the forthcoming sessions scheduled to take place in Cameroon, Côte d'Ivoire, Germany, Ghana, Tanzania and Congo.





Figure 03: Thomas Facilitating the ToT in Barcelona

4.2. Yaounde, Cameroon

The second Train-the-Trainer (ToT) program was conducted on April 24, 2024, at the Ongola Fablab in Cameroon. Organized collaboratively by Mboalab and Ongola Fablab, the training brought together a diverse group of 13 participants, including engineers, active makers, and entrepreneurs from various regions of the country. This broad representation aimed to facilitate rapid and widespread dissemination of training nationwide. The program, facilitated by Stephane Fadanka and Mohammed Bassirou, commenced with a dedicated session on trainer development. Participants engaged in interactive discussions focused on effectively navigating the ToT materials and guidelines. Subsequently, Mr. Mohammed Bassirou, the Ongola Fablab Manager, led an informative tour of the facility, providing participants with valuable insights into its operations.





Figure 04: Group Photo of the ToT in Yaounde

4.3. Abidjan, Ivory Coast

The third Train-the-Trainer program, organized by H-Fablab and facilitated by Dodji Honou, was held in Abidjan on April 27, 2024. The event garnered significant interest from 10 participants, who valued the opportunity to deepen their understanding of the unique challenges faced by makerspaces in the Ivorian context. Modules focused on business model development were particularly well-received, underscoring the critical role of sustainability in the Fablab ecosystem. Additionally, discussions on public policy proved fruitful, with participants demonstrating keen interest in strategies to influence policymakers. Given the predominantly French-speaking environment, the availability of resources in French was appreciated. Participants expressed a desire for more training on the various work packages to enhance project implementation capabilities.





Figure 05: Group Photo of the ToT in Abidjan

4.4. Berlin, Germany

The fourth Train-the-Trainer program, facilitated by Dodji Honou and held on June 1st, 2024 in Berlin during the re:publica makerspace gathering, was met with 10 participants. The quality of the provided materials and resources was widely commended. To further enhance future programs, participants offered several recommendations:

- **Data privacy training:** Participants recommended a dedicated session on data privacy and documentation to ensure compliance with relevant regulations.
- **Open licensing education:** A deeper dive into various open licenses, such as Creative Commons, was proposed to facilitate the sharing of knowledge within the maker community.
- **Wider dissemination:** Participants suggested that efforts be made to distribute the program materials more widely to reach a larger audience interested in establishing new makerspaces.





Figure 06: Dodji Facilitating the ToT in Berlin

4.5. Accra, Ghana

The fifth Train-the-Trainer session was held at Academic City University in Ghana during the Africa Open Science Hardware Summit on July 18, 2024. The 29 participants came from diverse backgrounds, including makers, academics, engineers, students, community representatives, and policymakers. The session was led by Kwaku Amponsah Effa, the manager of Aaenics Makerspace, who had received training on the OMT from Samuel Boadu Duah. Kwaku shared his experiences in using the OMT to manage his makerspace. The session covered modules such as creating a makerspace, digital communication, and business modules for building sustainable impact economies. Participants expressed their excitement about the OMT and its potential benefits in their work. Seventeen feedback messages were received after the session, with pledges to disseminate the OMT to their networks and provide feedback for improving the toolkit. The OMT has also been shared with the Ministry of Environmental, Science, Technology, and Innovation as part of our engagement with them on the AfricaOSH summit.





Figure 07: Kwaku Effa Facilitating the ToT in Accra

5 – Learnings from the OMT-ToT Evaluation

The evaluation of the Train-the-Trainer program for the Open Makerspace Toolkit (OMT) is essential to assess its effectiveness in achieving the desired learning objectives and ensuring continuous improvement. For this purpose, we used the participants' feedback surveys accessible in the QR below:



mAKE Train-the-Trainer feedback

Figure 08: QR code of the Participants ToT Feedback



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So far, only 27 participants have completed the feedback surveys, including 17 who took part in the Ghana ToT, 07 in the Cameroon ToT and 03 in the Côte d'Ivoire ToT (see the figure below).

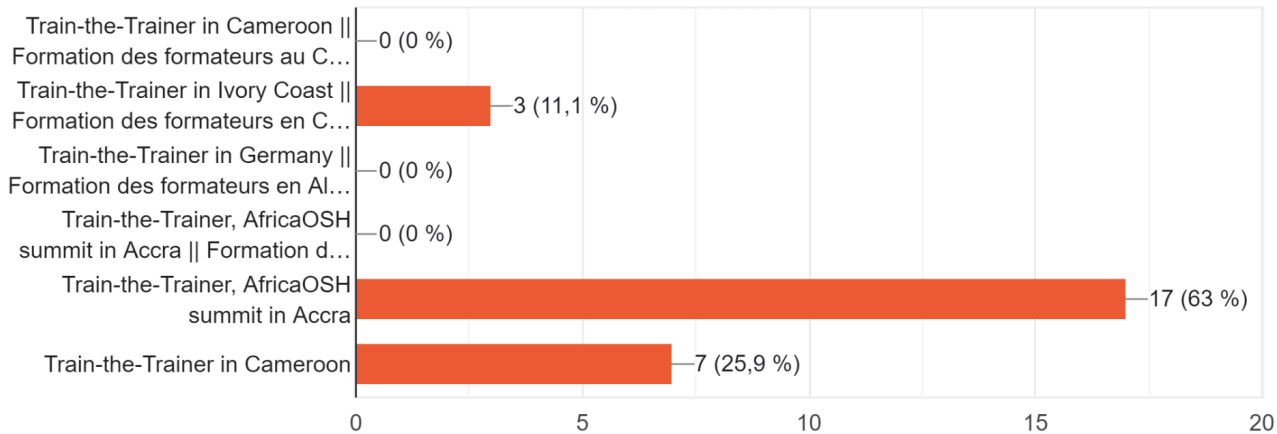


Figure 09: Breakdown of participants who completed the feedback survey

From Barcelona to Accra, the practical organisation of the ToT has been a constantly evolving activity. That is why we had so many responses in Ghana, and why we are still waiting to hear back from Berlin; but as the feedback process is free and open, we hope to have more responses in the near future. However, you can follow the progress of the responses through the analytic view of the summary feedback available here: [the OMT-ToT](#).

5.1. Key Program Outcomes

- Enhanced Knowledge and Skills:** Participants expressed appreciation for the program, highlighting its effectiveness in equipping them with a thorough understanding of the OMT's functionalities, best practices for makerspace establishment and management, and valuable facilitation techniques.
- Stakeholder Engagement:** breakout sessions yielded a list of potential OMT stakeholders, including internal stakeholders (makerspace staff, members), and external stakeholders (entrepreneurs, educational institutions, community organizations, investors, policymakers, and local businesses). This multifaceted stakeholder engagement fosters a robust and impactful makerspace ecosystem.
- Successful Training Workshop Blueprint:** Collaborative discussions resulted in a list of factors contributing to a successful training workshop. This valuable blueprint emphasizes needs assessment, clear learning objectives, engaging activities, a knowledgeable trainer, an interactive environment, ongoing support, and clear communication.



4. **Evaluation and Continuous Improvement:** The collaboratively established evaluation criteria (participant feedback, knowledge assessment, implementation confidence, engagement metrics) provides a robust framework for measuring program effectiveness and informing future improvements.
5. **Identification of critical areas of interest:** Special interest was emphasized in the business model section, recognised by most participants as a critical issue in their various fablabs and organizations.

5.2. Actions to Take

Building upon the program's success and incorporating participant feedback, the following actions would be prioritize:

- **Expanding Training Modules:** Develop supplementary training modules to address specific areas of interest identified by participants, such as financial planning, safety protocols for makerspaces, open data and open source license.
- **Enhancing Regional Relevance:** Compile case studies of successful makerspaces within Africa to provide culturally relevant and inspiring examples for participants. This fosters a sense of regional ownership and applicability.
- **Multilingual Accessibility:** Explore the possibility of translating training materials into other languages, such as French, to broaden accessibility and inclusivity within the program.
- **Ongoing Support:** Maintain open communication channels with participants to offer ongoing support, address questions, and foster a collaborative learning community.
- **Add other topics in the OMT:** Many feedbacks involved considering training and chapters on documentation and privacy protection; Open licenses for sharing knowledge, Creative Commons, etc. Additionally, a work package on public policies was discussed, with a focus on how to approach these particular stakeholders.
- **Improve the dissemination of documents:** Within communities to reach more people interested in creating makerspaces.

These evaluation results demonstrate that the Train-the-Trainer program effectively equipped participants with the necessary knowledge and skills to become proficient OMT trainers. This fosters a strong foundation for establishing a network of skilled trainers who can empower others to leverage the OMT's potential and contribute to a thriving maker movement ecosystem.

5.3. Additional Consideration

While the evaluation results are positive, continuous improvement is crucial. Here are some additional considerations for future iterations of the program:



- **Collecting qualitative data:** Supplementing quantitative data with open-ended feedback questions in surveys to gather valuable insights into participants' experiences and areas for improvement.
- **Long-term follow-up:** Collect and analyze follow-up surveys from participants after they have delivered OMT training sessions and generate valuable insights into their real-world experiences and application of the learned skills.
- **Incorporating participant feedback:** Use feedback from both participants and instructors to refine program content, activities, and delivery methods to ensure ongoing effectiveness.

Conclusion

The Open Makerspace Toolkit (OMT) aspires to be a powerful catalyst for innovation, democratizing access to tools and knowledge across diverse communities. By empowering individuals and groups to explore, experiment, and create, the OMT unlocks a vast potential for problem-solving, entrepreneurship, and community engagement. This Train-the-Trainer program represents a significant step towards achieving this ambitious vision. The program equips a network of skilled trainers who can demystify the OMT and empower others to leverage its functionalities. This fosters a collaborative learning environment where individuals from various backgrounds can share knowledge, build skills, and translate ideas into reality. The Train-the-Trainer program has been instrumental in establishing a skilled network of OMT trainers, equipped with the knowledge and confidence to disseminate this toolkit effectively. The program's structure, interactive content, and hands-on activities have successfully prepared participants to train others, ensuring the sustainable growth and impact of the OMT initiative. As we continue to refine and expand this initiative, we look forward to seeing the transformative impact of the OMT in communities around the world.

