



The Baby
Friendly
Initiative

UNITED KINGDOM

unicef 



TRAIN THE TRAINER

Online course participant pack

This course fulfils the training requirements of the UNICEF UK Baby Friendly Initiative and can be used towards your NMC revalidation requirements.

Please read prior to the course.

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We are pleased to welcome you to the UK Committee for UNICEF (UNICEF UK) Baby Friendly Initiative Train the Trainer online course.

AIM OF THE COURSE

To enable course participants to deliver effective in-house breastfeeding training using the UNICEF UK Baby Friendly Initiative 2025 training pack.

COURSE OVERVIEW

The Train the Trainer course is intended for individuals who have been designated as trainers within their employing organisation. All participants should have previously attended a relevant UNICEF UK Baby Friendly course on Breastfeeding and Relationship Building (for health professionals, early years or hospital-based children's services) or the course on Embedding Baby Friendly Standards in Neonatal Care. If you are unsure as to whether this course is suitable for you, please contact the Baby Friendly office.

This course is facilitated on Microsoft Teams over two days, from **09.15 – 16.00 on both days**, with plenty of comfort breaks scheduled (see timetable). Due to confidentiality and copyright, recording of the course is not permitted.

On the second afternoon of the course, we will ask you to **facilitate a short practice session** lasting up to eight minutes. You will have some built-in preparation time for this after lunch on Day 2, however you may also want to consider having a small amount of additional time available after Day 1 finishes or before the start of Day 2. More details will be given during the course.

EXPECTED LEARNING OUTCOMES

At the end of the course participants will be able to:

- **Identify** the key components of an effective training programme for adult learners.
- **Describe** a range of teaching and learning methods and resources and their appropriate use in training.
- **Plan and practise** facilitation of a short teaching and learning session using interactive approaches.
- **Demonstrate sufficient knowledge** of the contents and appropriate use of the UNICEF UK Baby Friendly Initiative Train the Trainer pack to begin delivering in-house training.
- **Explain** the importance of appropriate weighting and balance within a training programme to effectively incorporate infant feeding and relationship building content.
- **Describe** the role of Practical Skills Reviews (PSRs) in linking theory to practice and consolidating learning.
- **Explain** how reflection and review support learning and **identify ways** these can be incorporated into education programmes.
- **Explain** why evaluation is a critical component of developing and delivering training programmes.
- **Identify** ways of evaluating the effectiveness of their own teaching and training programmes.
- **Identify** strategies to support their own wellbeing and sustainability in the trainer role.

TIMETABLE: DAY 1

Time	Session	Outline of Content
09.15	Participants join, welcome and IT check	Initial greetings Use of key technology features
	Introductions	How the course will run Brief introductions Creating a positive learning environment Expectations and outline of the course
	Education and learning theories	Introduction to Bloom (knowledge, skills and attitudes) Experiential learning The learning pyramid
	The Baby Friendly training pack 2025	Overview of training pack Copyright and usage
10.50	Tea break (15 mins)	
11.05	Understanding the learning process	How adults learn Different types of participants Managing challenging participants Energiser
	Facilitating learning	Creating memorable training Preparation and presentation
12.30	Lunch (40 mins)	
13.10	Being an effective trainer	Creating memorable training Preparation and presentation Online training Self-care Grabbing attention, signposting
	Structuring your training	Teaching and learning activities – pros and cons
14.40	Tea break (15 mins)	
15.05	Planning a training session	Structuring a curriculum and lesson planning
	Wrap up	Review of Day 1 Topic allocation for practice facilitation sessions on Day 2
16.00	Close	

TIMETABLE: DAY 2

Time	Session	Outline of Content
09.15	Welcome back	Review of yesterday
	Reviewing - practice makes perfect	Why and how Learning pyramid
	Assessment and evaluation	What is evaluation? Assessing learning Evaluating the training process
11.00	Tea break (15 mins)	
11.15	Planning a training programme	Baby Friendly Initiative standards and training needs of various groups
	Using the UNICEF UK training pack	Planning the teaching and learning session using materials from the training pack
12.45	Lunch (30 mins)	
13.15	Planning, preparation and practice of mini-facilitation sessions	Participants will demonstrate learning from the course by developing and facilitating a practice session
	Wrap up and close	What next? Evaluation
16.00	Close	

EVALUATION AND CERTIFICATE

An evaluation form link will be shared for you at the end of the course for you to provide feedback.

A certificate will only be provided upon full attendance of the two taught days and will be emailed within a few weeks after the course.

Here's what previous participants have said about the course:

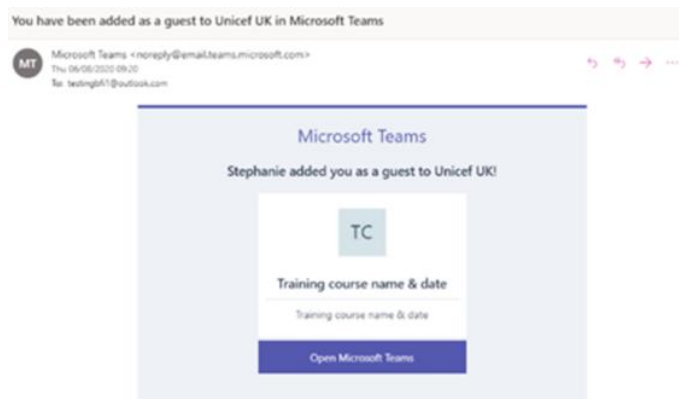
"I liked how interactive it was, how considerate the course leaders were and learning about different learners and ways of dealing with challenging trainees"

"The content was thought provoking, informative, and exceptionally relevant to our practice. Overall, this was a fantastic learning experience, and I feel well equipped to apply the knowledge gained in my own work."

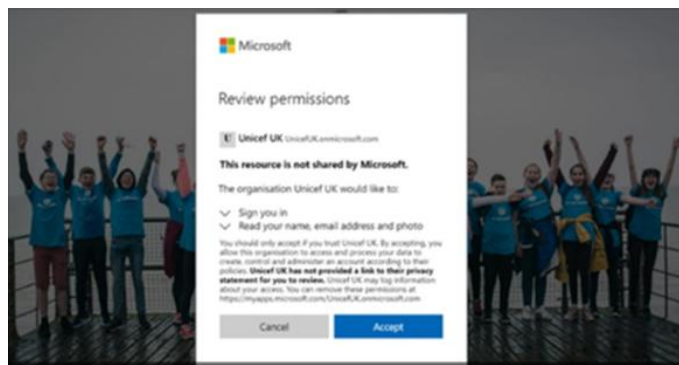
ACCESSING THE COURSE VIA MICROSOFT TEAMS

To join online, you will need to access Microsoft Teams and have downloaded the **Teams application**. Please let us know the email address that you use to access Teams (either via your workplace or by using a Microsoft account). For further information on Teams, please [read this guide](#).

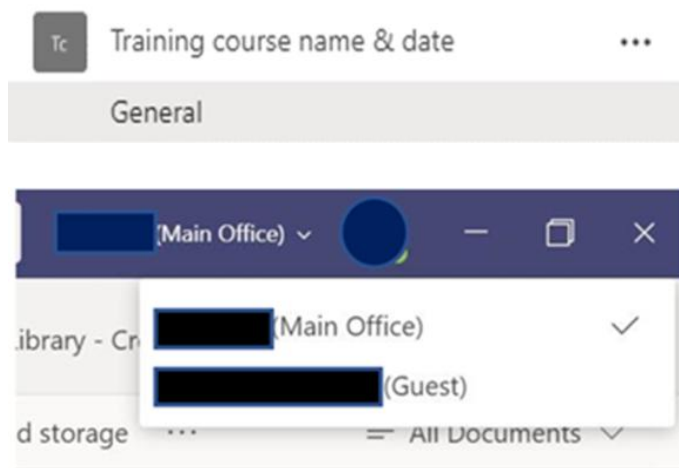
We strongly recommend you join via a computer and test your access in advance to avoid issues at the beginning of the day. See the following instructions about accessing the Teams channel and meeting link.



1. We will add you as a guest to a specific **Team** for the training course you are attending. You will receive an email to let you know you have been added to the Team.

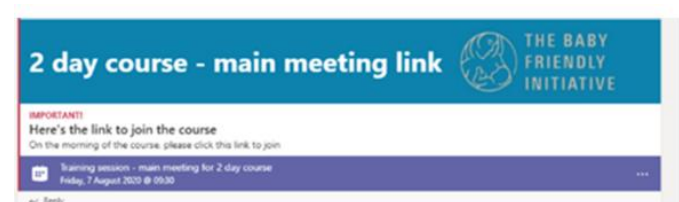


2. You may see a screen asking you to review permissions. Click **Accept** to proceed.



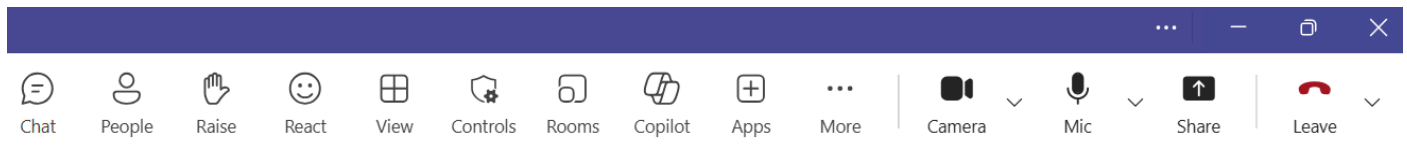
3. In your Teams app, you will then have access to the Team for the course. Click the **General** channel to access the meeting link.

4. If you use Teams for work, you may need to select the **UNICEF UK network** from the drop-down by your profile picture to switch between your main account and guest access with UNICEF UK.



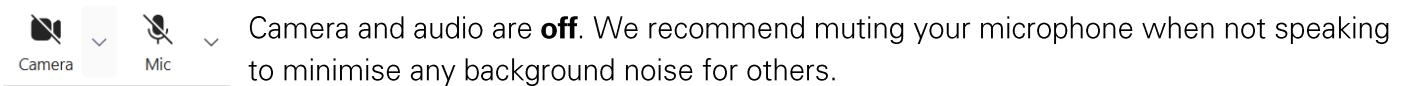
5. We will send an invite for the main meeting link for the course, and the link will also be posted in the **General channel** of the Team. On the day of the course, you can click "join" when the meeting has started from the link on the General channel.


FURTHER GUIDANCE ON MICROSOFT TEAMS



Control your settings using the options at the top of the screen

You can change your **video** and **audio** settings by pressing the buttons here:



 You can **raise (or lower)** your hand by clicking this icon. A small yellow hand icon will appear next to your name and remain until you click the button again to lower it.

 Click the **Chat** icon to show the **conversation pane** which will appear on the right.

You can exit the call by clicking the red phone icon to **leave**.

If you accidentally leave the meeting, you can re-join via the meeting link or from the meeting chat page where there should be a purple **join** button.

During the course, the tutors will provide further information about joining breakout rooms within the meeting.

TIPS FOR TEAMS

We recommend considering the following aspects for joining the course via video call:

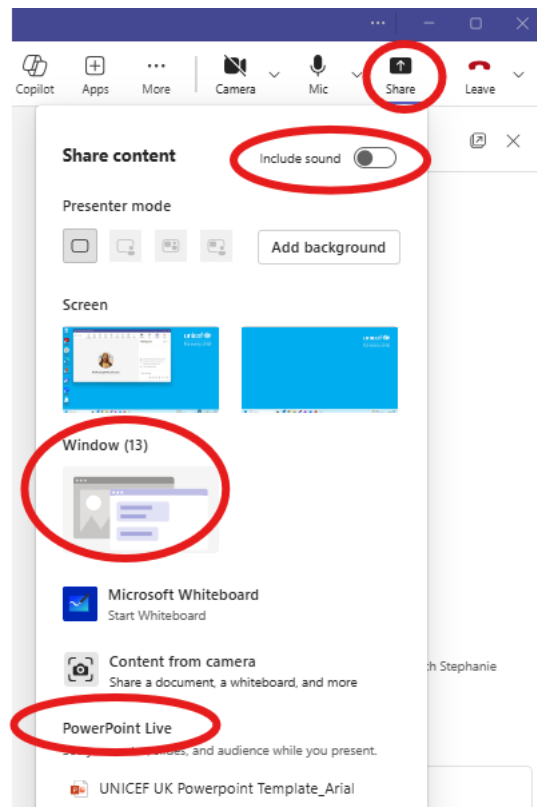
- Test your setup before the course – make sure you have downloaded the Teams app and tested your computer settings and internet connection before the course
- Find a quiet space to work, if you can, and use headphones to help improve sound quality
- Mute your microphone when not speaking to minimise background noise to the group (and remember to unmute if you are asking a question)
- Consider your camera setup – having the light source to the side or in front of you will work best and please have your camera on at all times during the course, if possible
- Troubleshooting – if you have connection issues, try closing down anything else on your computer and restarting Teams. You can make a test call and review your devices by Teams settings.
- We recommend joining from a computer or laptop rather than any other device (e.g. iPad or mobile). Joining on other devices may limit your functionality to take part in the course via chat and breakout rooms and we will be unable to provide specific technical support for this.

SHARING SCREENS IN MICROSOFT TEAMS

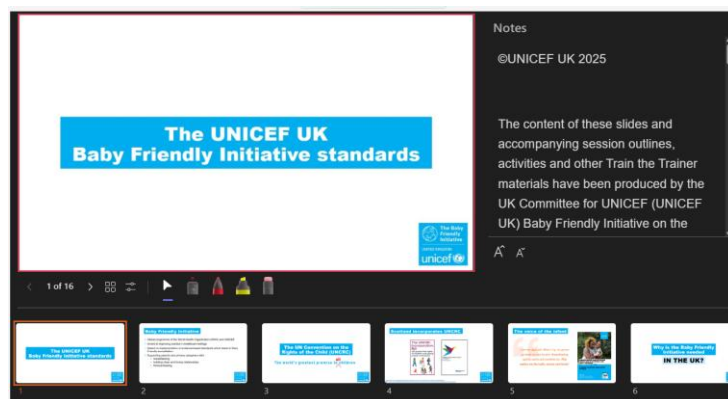
To present your short teaching session on the second afternoon of the course, you will be asked to **share your screen** within Teams. Ahead of the course, please familiarise yourself with the following directions:

1. Open the PowerPoint file on your computer. Then, in your Teams toolbar, click on the **Share** button.
2. In the options, you can select **Window** and then choose your **PowerPoint file**. You may need to scroll down to find the PowerPoint if you have multiple files opened on your computer. This is sharing the PowerPoint window, rather than full screen and a red line will appear around the window you're sharing.

If your presentation features audio or video, click **Include computer sound** before sharing.



Alternatively, scroll down to **PowerPoint Live** to share via this method. This shares the file within the Teams window with the red line indicating what participants will see, with a preview for other slides and access to notes pages.



4. You will now be successfully sharing your screen. Click **stop sharing** to end your presentation.