



GUIDE TO LEGS TRAINING OF TRAINERS (TOT) COURSES

INTRODUCTION

The Livestock Emergency Guidelines and Standards (LEGS) are a set of international guidelines for livelihoods-based livestock responses in emergencies. The aim of LEGS is to *improve the quality and livelihoods impact of livestock-related projects in humanitarian situations*. The goal of LEGS is: *LEGS guidelines and support services are used globally to ensure high standards of livestock-based emergency response, with benefits to both people and animals*.

Since the launch of the LEGS Handbook in early 2009, LEGS has achieved growing international recognition among humanitarian aid donors and a range of implementing agencies, from FAO through to local NGOs. Among donors, there is now considerable interest in using LEGS as a reference point for project development and approval, and for evaluation. For practitioners, LEGS provides a flexible best-practice framework for livelihoods-based livestock interventions, which draws on evidence of project impact. The second edition of the LEGS Handbook was published in January 2015, incorporating new issues and revisions based on consultation on the first edition. A third edition will be published early in 2023 and the draft of this edition is now available for public consultation.

The LEGS organisation is a charitable (non-profit) organisation registered in England.

LEGS TRAINING PROGRAMME

The LEGS Training Programme is based on regional Training of Trainers (TOT) courses and aims to build training capacity in countries affected by humanitarian crises through a cadre of local LEGS Trainers. The graduates of these TOTs are equipped with the skills, materials and methods to run the standard 3-day LEGS Core Training course, which brings the LEGS guidelines to life and enables practitioners to implement the LEGS approach in practice. Following their TOT, the TOT graduates then roll out LEGS training in their own countries and regions. To date, LEGS has carried out 34 TOTs, resulting in over 600 LEGS Trainers worldwide. Between them to-date these trainers have carried out over 480 LEGS trainings in 57 countries in Africa, Asia, Latin America and the Middle East.

The LEGS TOT materials are copyright to the LEGS organisation, and only LEGS is authorized to deliver a LEGS TOT.

The graduates of a LEGS TOT are considered 'LEGS Trainers'. The LEGS organisation monitors all LEGS trainings carried out following a TOT, through the training reports (based on a template) that are submitted by LEGS Trainers to the LEGS organisation. Once a LEGS Trainer has successfully completed two LEGS Trainings after their TOT, they become an 'accredited LEGS Trainer', receive a certificate and their details are posted on the Accredited Trainers page on the LEGS website.

If a TOT graduate does not deliver at least one LEGS training course within 2 years of their TOT, their training is deemed to have expired, and they are no longer considered a LEGS Trainer.

TOT COURSE AIM

The LEGS Training of Trainers aims to assist participants to:

1. Learn and to train others in the LEGS Approach
2. Apply the LEGS Approach to design and implement livelihoods-based livestock interventions in emergency responses

TOT LEARNING OBJECTIVES

At the end of the training, participants will be able to:

- Describe and apply the LEGS approach
- Identify appropriate livelihood-based livestock interventions in emergency response
- Design and implement response interventions according to LEGS standards and guidelines
- State the principles of adult learning and apply them to delivering a training session
- Describe the role and responsibilities of the trainer
- Amend a training session
- Use a range of training skills and methods
- Plan and carry out a LEGS Training

TOT COURSE AGENDA

The 6-day TOT agenda is based on a standard three-day LEGS Core Training immediately followed by three days of adult learning content:

| LEGS Training of Trainers Agenda | | | | | | |
|----------------------------------|--|--|--|------------------------------------|--|----------------------------------|
| Timing | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 |
| 8.30am | 8am (first day) Registration | Recap | Recap | Introduction to Adult Learning | Learning Review Constructive Feedback | Learning Review |
| 9.00am | Session 1 Introduction to LEGS TOT | Session 5 Response Identification (I) | Session 9 Monitoring | Adult Learning Theory Session 1 | Training Practice Session A | Training Practice Session E |
| 10.30am | Break | Break | Break | Break | Break | Break |
| 11am | Session 2 Livestock & Livelihoods in Humanitarian Context | Session 6 Response Identification (II) | Session 10 Response Planning (I) | Adult Learning Theory Session 2 | Training Practice Session B | Training Practice Session F |
| 12.30pm | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1.30pm | Session 3 Introduction to LEGS Handbook | Session 7 Analysis of Technical Interventions (I) | Session 11 Response Planning (II) and close of 3-day | Adult Learning Theory Session 3 | Training Practice Session C | Planning to be a LEGS Trainer |
| 3.00pm | Break | Break | Break | Break | Break | Break |
| 3.30pm | Session 4 Participation and Initial Assessment | Session 8 Analysis of Technical Interventions (II) | Free time | Training Practice preparation | Training Practice Session D | Evaluation and Close |
| 5.00pm | Close | | | | | |

Blue relates to the three-day LEGS Training

Yellow relates to adult learning theory sessions

Green relates to training practice blocks

The course can be reduced to five days but only with a maximum of 18 participants (see below). Further details on the course contents are available on request.

TOT PARTICIPANTS

The selection of appropriate participants is an important component of a successful LEGS TOT. LEGS uses the following criteria for selection:

1. Experience of delivering participatory training courses
2. Livelihoods or livestock experience in emergencies
3. Commitment to carry out LEGS Core Training courses in their country/region at least twice a year in response to local demand
4. Commitment from employer (where applicable) to release Trainer to carry out LEGS Training Courses at least twice a year as required, in addition to any internal trainings that may be carried out [terms of release to be negotiated between the employer and the commissioning organisation]
5. Proficiency in written and spoken English/Spanish/French (according to the language of the TOT)
6. Familiarity with LEGS (experience of applying LEGS in the field desirable)
7. Familiarity with Sphere (desirable)

As a participatory training course, the LEGS TOT is designed to be run for a maximum of 24 and a minimum of 16 participants. As noted above, with a maximum of 18 participants the course can be completed in five days instead of six. More than 18 participants requires the full six days training, to allow all participants sufficient time to take part in the training practice sessions.

The TOT participants are expected to be fully residential at the training site for the duration of the training. This facilitates evening group work and contributes to the positive learning atmosphere of the course.

THE LEGS TOT TRAINING TEAM

Each LEGS TOT is conducted by two members of the LEGS TOT Training Team, one livestock training specialist and one adult learning specialist (see Annex 1 for details). They are independent consultants and as such require at least three months' notice. Between them, the TOT Training Team members can deliver LEGS TOTs in English, French and Spanish.

One means of furthering LEGS' commitment to local ownership is to support the development of regional teams of TOT trainers in different continents, who will be able to provide training courses in their own regions and countries. This way of working will also help to reduce LEGS' carbon footprint in line with the LEGS principle of responding to climate change and respecting the environment.

The TOT Team expansion is based on mentoring of potential Team members, 'mentees', who each work alongside existing Team members as a co-facilitator during a TOT until they are judged to be able to lead a TOT themselves. Where relevant, funding is sought from the organisation commissioning the TOT to support mentees' participation as a co-facilitator in a TOT course, as part of their own capacity building as well as contributing to the development of the LEGS TOT Training Team. Mentees are not paid for participating in a TOT given that they receive training that should enable them to secure income as a TOT Team member in the future.

Each LEGS TOT is supported by a Training Administrator, who travels to the venue a few days before the training to finalise the arrangements. This person can either be contracted directly by LEGS or can be provided by the commissioning organisation. This includes preparation (photocopying) of the training materials, purchase of stationery and other training supplies, checking the training venue, and providing on-site support during the training itself. LEGS' experience is that an on-site training administrator, familiar with the training materials and training process, is vital for the smooth running of a LEGS TOT.

COMMISSIONING A LEGS TOT

A regional/in-country TOT can be commissioned by a single organisation (local or international) if they have funds to pay for a full course, or by a group of organisations with a lead agency. Three packages are available for the provision of a LEGS TOT, depending on the division of responsibilities between LEGS and the commissioning organisation. For all three packages the following requirements apply:

- Confirmation of the availability of funds to meet the selected package budget, through a draft letter or agreement/contract between the commissioning organisation/lead agency and LEGS, before any negotiations can be made with the Training Team to select a team of two to run the TOT.
- Contract or letter of agreement finalised at least 3 months before the proposed training.
- Advance payment of 50% of the full budget on signature of the contract.
- Commitment to support the roll out of LEGS trainings and the accreditation of the participants after the TOT.

For Packages 2 and 3 LEGS provides guidance on the requirements for the training room, the need for participants to be accommodated at the training venue, and the preparation of the training materials.

PACKAGE 1:

In Package 1, the LEGS organisation covers all the costs of the TOT except for any travel costs for participants to attend the course and undertakes all arrangements (again except for participants' travel).

PACKAGE 2:

In Package 2, the LEGS organisation covers most of the costs of the TOT. The commissioning organisation is responsible for the booking and payment for the training room, and the participants' accommodation and meals.

PACKAGE 3:

In Package 3, the LEGS organisation provides the trainers, the handbooks and training materials, and the commissioning organisation covers all the remaining costs, including the provision of on-site administrative support and preparation of the training materials.

Outline budgets for these packages are available on request.