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 training materials from EFPSA Training Office
- 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
- And many more

Please find the requirements of how to become part of the EFPSA Trainers’ Community (Step 1) and EFPSA Trainers’ Pool (Step 2) below.
Step 1: Requirements for External Trainers to join 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)
2. You have attended an international/national basic training course (Train the Trainers education): Send us the Training Schedule and the Certificate of Graduation

The schedule of the training course needs to be approved by the EFPSA Training Office.

Criteria for approving the training course:
- Duration - at least 40 hours
- Own delivery during TtT
- Topics included: non-formal education, Kolb cycle & 4MAT, training design, group dynamics/dealing with participants, communication/feedback, facilitation, debriefing, activity management, SMART goals

What if the criteria for approving the training course are not met?
You will receive training materials from the EFPSA Training Office which you will need to study. A Skype meeting will be arranged individually with you and the EFPSA Training Office to discuss the materials by answering questions and assessing your knowledge by giving scenarios. The meeting will last from 1h to 1.5h.

If you want to let your training course to be reviewed and approved by the EFPSA Training Office, you should send the schedule and a description of the content of the event (e.g. in the form of handouts or a report) to the Training Office Coordinator (trainings@efpsa.org).

When the training course is approved:

1. You will attend the EFPSA Training System Open Doors Skype organised by the EFPSA Training Office. In this Skype lecture, you learn about the EFPSA Training System, the Events, the values, mission and vision of the EFPSA Trainers’ Community.

2. After the Open Doors meeting, you are accepted to the EFPSA Trainers’ Community and are 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. Besides that, you will receive the EFPSA Training Express, which is the newsletter for the EFPSA Trainers’ Community.

3. You will also 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.

a. 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 don’t manage to do that, you can show us in what other way have you worked on your skills (e.g. you already have followed a mentorship or a coachship session after you graduated as trainer; you have completed any other program which shows you have worked on your personal training development)

Step 2: Requirements for External Trainers to join the EFPSA Trainers’ Pool

When you get accepted to the EFPSA Trainers’ Community, you have to send an email to the EFPSA Training Office in which you declare your interest in becoming an EFPSA Trainer. In this email you should also include 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 Training Buddy** (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)
   a. The Training Office will ask for additional input from the particular EFPSA Training Buddy
5. **Reflection letter** on the EFPSA Training Buddy process (personal reflection on what went well, what didn’t; how was your relationship with the Training Buddy; 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)
   a. If you did not choose an EFPSA Training Buddy and you showed us another way of your self development please write a reflection letter on that
6. **Recommendation letter from the Trainers’ Team Coordinator** of the Train the Trainers event (training course) that you graduated from (optional/if it is applicable)

What is followed after you send all of the above materials?

You will have a final Skype interview with the EFPSA Training Office who will ask you some additional questions about your goals regarding joining the EFPSA Trainers’ Pool, after which the Training Office will decide if you are accepted to the EFPSA Trainers’ Pool.