



IADS Capacity Building Regulations

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Vision

A committee whose members are equipped with the necessary skills to represent the field as highly qualified professionals and contribute to a stronger global dental student community by achieving the common vision of the federation.

Mission

Developing the necessary skills and knowledge through, but not limited to, training, developing a structured operation system through regulations and internal operating guidelines, and sustaining a pool of Trainers and programs to sustain their development inside the association.

This is done through :

Training and non-training approaches:

- To Hold Capacity Building workshops, including but not limited to TNT (Training New Trainers), in different regions to maintain a pool of qualified IADS trainers.
- To hold training online/onsite.
- To support the trainers through :
 - Sharing valuable training resources.
 - Connecting them through programs aim to exchange experiences and knowledge

Maintain Operational structure:

- Through updating the regulations annually.
- Maintaining a Pool (Database) for trainers to showcase their expertise and be tracked.

Trainer: A Trainer is a person with the necessary qualifications, skills, knowledge, and attitude who holds a training certificate (Ex: TNT) and can design and deliver structured capacity building programs to build the capacities of others on various topics, particularly soft skills.

Facilitator: A person with relevant knowledge and experience in a specific topic, who can support learning by delivering sessions with a defined scope where participants can actively engage and learn from the facilitator and from each other.

IADS Trainer: Is someone who graduated from an IADS capacity building workshop (TNT, TOT) exclusively, and is registered in the IADS Public Trainers Database.

External Trainer: A Trainer with a certificate equivalent to the TNT Workshop (Evaluated by the Training Chairperson), who didn't get their certification from IADS.

Training is an educational format in which the chosen topic is delivered through various inclusive methodologies that ensure the learning process follows the principles of adult learning. It provides comprehensive coverage of the topic with clear objectives that suit the participants' needs and allow

them to actively interact and engage throughout their learning experience with their Trainer/Facilitator and fellow participants.

Capacity Building Workforce: The committee is composed of IADS members working under the auspices of the Capacity Building chairperson.

Trainers and Facilitators Database: A public Database to recognize the trainers and facilitators of IADS, showcasing their contributions and areas of expertise.

And also those who didn't get their certificate from IADS Training (External trainers, who contributed to the growth of IADS, through training)

All the capacity building programs by the Capacity Building committee are delivered by members of this database.

Coordinator: (Capacity Building committee workforce Members) responsible for supporting the Trainers through providing any needed resources, data regarding the training goal and participants, and keeping track of the whole training, including attendance and documentation

Participant/Trainee: The stars of the show! , who attends the training and fills any required assessment, and gets use of the follow-up.

I. Capacity Building Committee Structure

The work of the Capacity Building Committee is coordinated by the **Capacity Building Chairperson** and supported by the Capacity Building Committee workforce members. The composition of the workforce, including the number and task allocation, will vary depending on the Capacity Building committee requirements each term and the plan of action of the Capacity Building Chairperson.

The Capacity Building Chairperson is part of the IADS Leadership according to Chapter 3B,



Section 1 of the IADS Bylaws.

Duties of any chairperson are mentioned in the IADS Bylaws: Chapter 3B Section 1.

“1. They must assist the IADS Executive Committee and work on the development of the specific field worldwide.

2. To provide the necessary support to the Members and implement new projects as well as continue with the old ones.

3. To represent the IADS interests within the designated field, as well as to represent the dental students' interests within IADS.”

Capacity Building Chairperson Roles include:

- Managing the Capacity Building workforce: The approach can vary according to the team and the Capacity Building Chairperson's preferences. This includes delegating tasks/roles and managing work dynamics to ensure fairness, clarity, and a productive, work & learn environment.
- Serving as the Main Coordinator of the Capacity Building Committee activities, who ensures a good quality of projects and initiatives, through: Ensuring the educational program is aligned with the regulations and participants' needs, and the program structure ensures an inclusive learning environment.
- Ensuring that the NTOs are aware of their roles on a national level and providing the necessary support for them to develop their national training and capacity building committee.
- In case of the NTO position absence in the national organisation, the respective delegates are informed of the Capacity Building committee's mission and how they can mediate any international Capacity Building program to be hosted in their country.
- Evaluating the submitted International Training Programs proposals and reports, and mediating the process of the certifications signed by the VPIA.
- In coordination with the VPIA, launching any necessary capacity building program for the Workforces, Delegates, and leadership.
- Ensuring enough orientation/support for IADS Trainers to actively participate in Training and capacity building initiatives and maintaining their recognition.

Training Programs organised by the committee

II. Training programs

TNT: Training new Trainers

The official trainer certification program of the IADS Capacity building Committee, through which participants develop and demonstrate the competencies required to become certified IADS Trainers.

SRT: Subregional Training

An advanced regional Capacity building program that typically follows a Training New Trainers (TNT), where newly certified trainers deliver their first training sessions while receiving mentorship, constructive feedback, and opportunities to further enhance their facilitation skills.

TOT: Training of Trainers

An advanced development program for certified IADS trainers, providing updated methodologies, advanced facilitation techniques, and continuous learning to ensure trainers remain current, effective, and aligned with the latest IADS training standards.

A. Training New Trainers workshop (TNT)

1. Background

The Training New Trainers is the main IADS sustained Workshop for training and skills development. As an association with a vision that looks for the development and capacity building of its students, this workshop provides the necessary capacity building to graduate them as trainers who are ready to deliver different educational programs efficiently.

A TNT is a program that involves both theory and practice in several topics, with its primary focus (to ensure that graduates can) independently design, deliver, assess, and follow up on training

programs showing an accountable trainer attitude, allocating their individual skills and the skills learned in the TNT.

And this will be achieved through the:

2. Learning objectives of the workshop

The learning objectives must include the mandatory objectives but is not exclusive to them as the trainers can add other topics with different objectives, when all the mandatory objectives were given enough space to be met.

The Mandatory Objectives are as follows:

a. Design, delivery, evaluation, and follow-up of a training session

- Participants identify and practice how to conduct a **training needs assessment**
- Participants can design a learning experience that **engages all kinds of learners**
- Participants can illustrate the values of **experiential learning and Kolb's learning theory** and apply **session design** according to **Bloom's taxonomy and 4MAT**
- Participants identify and practice the different elements of a session (learning blocks, **briefing, and debriefing, energizers, ice-breakers, etc).**
- Participants identify different templates that can be used to create training session outlines and use at least one.
- Participants **practice** different **styles of facilitation** and how to **manage space, characters, and process**
- Participants value the importance of **co-facilitation** and understand how to manage effectively
- Participants identify and practice different **debriefing tools**
- Participants can **design and evaluate** different **learning activities**
- Participants can **evaluate their sessions** and **assess the impact on the participants**
- Participants can plan and implement a sufficient **follow-up** for training sessions and Workshops.

b. Soft Skills Development for effective training design and training delivery



- Participants are able to describe characteristics of **group and team dynamics** and apply group dynamics in their sessions.
- Participants are able to demonstrate and practice proper use of **public speaking, non-verbal communication, and body language**.
- Participants can demonstrate and practice giving and receiving constructive **feedback**
- Participants are able to **co-facilitate** with other trainers.

c. Youth and accountable trainers' attitude development

- Participants are able to define **Non-Formal Education (NFE)**,
- Participants are able to explain how **NFE differs from Formal and Informal Education**.
- Participants are able to conduct a session while accommodating **multicultural diversities**

d. Sustained development of knowledge and skills after the event

- Participants are able to engage in a **self-development** path from a trainer's perspective.

e Understanding, creating, and maintaining safer spaces during a training session

- Participants will be able to define what constitutes a safer space in the context of training sessions.
- Participants understand and implement strategies to create and maintain safer spaces and an inclusive learning environment during a training session.

3. TNT Procedure

Roles Summary

Head of LOC - (H-LOC):

- Submit the Proposals to the TNT Coordinator with the general information and logistical/financial affairs.
- Ensures that the registration calls (for trainers and participants) are shared through the National association publications.
- Sending the acceptance results emails.
- Selecting the LOC team, whether through an open call or direct recruitment.

- Managing the LOC team with the logistical, media design, promotions, and registration procedures, maintaining communication with the Coordinator throughout the workshop preparation and follow-up, for any needed cooperation.

TNT Coordinator:

- Assigned by the Capacity Building Chairperson is a Capacity Building Workforce Member
- Setting the educational design (Curriculum) part of the proposal
- Ensuring the pre- and post-assessment forms are sent
- With the help of the trainers, report the TNT using this template
- Developing the follow-up plan post the TNT with the Trainers

Preliminary Planning & Proposal Submission

The Preliminary TNT Workshop Proposal is sent by the TNT Head of LOC to the Capacity Building Committee at least 12 weeks before the proposed start date of the TNT.

The TNT proposal includes: [annex](#).

If the proposal needs any improvements, the Capacity Building Committee will help in developing the proposal.

The Capacity Building committee will ensure the proposal's quality and its adherence to the present regulations by providing input to correct and/or improve the content.

The Workshop proposal must be approved by the Capacity Building Chairperson and the IADS Executive Committee.

The TNT Head of LOC is the main person to maintain communication with the Capacity Building Committee throughout the workshop's preparation and follow-up period.

Trainers Selection

TNT Trainers must be members of the IADS Trainers database.

TNT Trainers are selected through an open call created by the head of LOC and published by the National Organisation and IADS.

The call must include a section for national and international trainers.

TNT Trainers selected by the TNT Coordinator must be approved by the Capacity Building Chairperson.

At least one member of the trainers' team must have delivered a TNT previously.

The main criteria to be used by the workshop coordinator for trainers selection include, but are not limited to, motivation and experience distribution in the trainers' team, finding a balance between experienced and less experienced trainers, and ensuring that one member of the team is selected from trainers who have never delivered a TNT beforehand, whenever seen applicable by the workshop Coordinator.

Trainers must take an active part in the preparation of the workshop. Trainers are expected to participate in attending online meetings, selecting participants (if applicable), developing and delivering the final agenda and content of the workshop, creating and implementing the evaluation and follow-up plan of the workshop, and supporting the participants in their learning journey.

Participants Selection

Participants should be selected by an open call using the following criteria as part of the application form: experience or CV, motivation, expectations, and future use of the workshop content.

To be as objective as possible in the selection process, in case of high numbers of competitive applications, the creation of a ranking sheet with the different criteria set is recommended.

The participants' selection is the responsibility of the coordinator and the trainers.

These criteria should not be followed to the extent that they result in the selection of participants or trainers with a provable application of lower quality.

Final Proposal Submission

The final proposal is to be sent 10 days before the event and includes the participants' and the trainers' names and contact information, the agenda with all the selected topics and their objectives, and the financial report.

Report submission

Annex, the coordinator is responsible for sending the Report (including the workshop and the final financial report) for a 30-day period after the workshop maximum.

Assessment & Pre-Event Preparation

The pre- and post-assessment form is to be shared with the Capacity Building Committee at least 5 days before the event starts.

All participants must fill in the assessment form before the start of the event, and all participants need to fill in the post assessment form after the event.

It is recommended that the form be sent 2–3 days before the event, with a minimum of 1 day before the event. And the post assessment will be shared as soon as the TNT finishes and the participants deliver their graduation sessions.

Graduation Process: All the participants who fulfill a minimum of 80% of the workshop, fill the Pre Assessment form, will receive a letter of attendance by the end of the TNT, which does not indicate their graduation as (TNT Attendees), but not (IADS Certified Trainers). For them to get the certificates, they need to fulfill a minimum of 4 hours of training delivery, which can happen through any national or international training setting.

Workshop Implementation

The workshop must have a minimum of 24hrs training, and a working day is recommended to have 8 hours of session time, and must not exceed 10 hours of session time.



In between sessions, there must be a one-hour meal break and regular, smaller breaks.

Timeline summary

- Preliminary proposal submission 12 weeks before the TNT
- Within two weeks, the amendments will be made with the assigned TNT Coordinator
- Preliminary Proposal Permission is completed 8 weeks before the TNT (Reviewed by the Capacity Building Chairperson)
- After the permission, the registration calls are published (Trainers and participants)
- 5 weeks before the TNT, the Trainers are selected
- The Trainers and coordinator select the participants 4 weeks before the training
- The final TNT Proposal, including the final budget, is submitted 4 weeks before the TNT
- Final TNT Approval is completed 2 weeks before the TNT (Reviewed by the Capacity Building Chairperson)

TNT operations:

- All the participants fill out the pre-assessment form before the TNT
- The Letter of Participation is distributed on the last day of TNT
- Certificates are shared after the trainee delivers their required number of hours (minimum of 4 hours during 6 months after the TNT), (Does not include the graduation session simulation happening during the TNT)
- A maximum of 4 weeks after the SRT, the report form is submitted to the Capacity Building Chairperson
- Following up with the participants (depending on the dates set in the follow-up plan approved by the training chairperson)

B. Training sessions

Those can be single or multiple trainings given to tackle a specific topic needed by the participants.

- Duration: 1-2 hrs



- Participants Number: 7-25
- Trainers/Facilitators number: 1-3
- Pre and post-Assessment forms are used as the main method of evaluation.

C. Educational Training

Single educational meeting presented in the form of a more flexible training delivered upon request from IADS Leadership Members to them or their teams to allow a space for discussing and sharing the necessary and needed skills/ knowledge of a certain area that is important for them to reach optimum performance, delivered by trainers/Facilitators with higher experience and a thorough knowledge of the Topic.

The main method of evaluation will be through contacting the requester and discussing improvements.

D. Training Camps

Multiple training sessions targeted towards a specific group tackling certain areas this group needs to develop, e.g., Delegates Training camp.

And for those training to not exceed 12 hours.

The main method of evaluation will be through Pre and post-Assessment forms.

Templates

[TNT proposal Template \(preliminary and final\)](#)