How to review existing training materials

Review and revision of training materials is an important aspect of the continuous improvement process of the teacher training activities. It aims to:

- Confirm content is in line with Handicap International’s Inclusive Education policy, other publications of recognised organisations working on Inclusive Education and are in line with the country context.
- Ensure content is organised appropriately / in a logical order that will contribute to the achievement of training objectives
- Keep information up-to-date
- Use input from learners, stakeholders and users based on their experiences and observations to adapt content to their needs and context.

If your aim is to have the training materials validated by the authorities (Ministry of Education) it is very important that they are collaborating closely in the review process.

To review existing training materials following steps should be followed:

1) Have a clear view on strengths and weaknesses of the existing materials based on the experiences of trainees, trainers, stakeholders, etc. This could be done through a questionnaire, evaluation or at the beginning of a review workshop. Ask people what content works and what content does not work and why. Do not only ask about content but also about proposed methodology when looking at the training manual.

2) Get an expert on Inclusive Education to look through the content to check if all content is correct and in line with Handicap International’s policy and publications of recognised organisations.

3) Review the learning objectives that are written in the manual. Are they realistic? Are they in line with the proposed content? If manuals have been used before; are learning objectives achieved? If not, why?

4) To revise course outline: are modules/topics organised in the best way to reach the objectives?

5) Short training on key aspects/topics which have not been understood, importance of order of subjects, methodology, etc. to group of trainers / stakeholders.

6) Update existing content, remove unsuitable content, write new and relevant content as required (with trainers / stakeholders)

7) Test the new material and evaluate at the end. If possible have a ‘test-group’ (can be volunteers, staff, experts,...) and get their feedback at the end

8) Revise materials one more time, taking into account output of test course.