



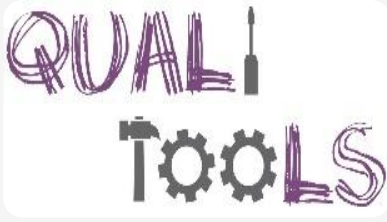
Practices on improving the quality in training and training organizations



Centro de Formação Profissional
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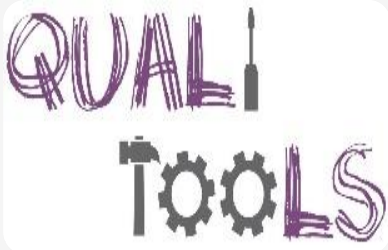
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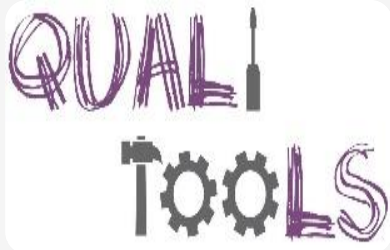
Good practice: Using the Tree of Expectations method

- **Sector:** Familiarisation with expectations and previous knowledge
- **Brief description:** On sticky notes, participants write their expectations, fears, and what they could contribute regarding the training course
- **Goal:** Sharing the expectations of the trainees about the learning process.



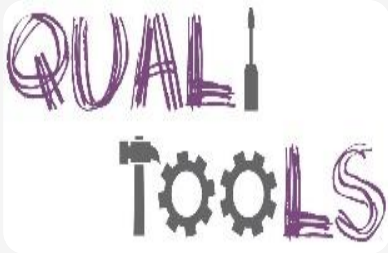
Good practice: Using the Tree of Expectations method

- **Description:** These three things that trainees should think about should be divided by the colour of the sticky notes, as well as where they are placed on the tree: the notes about fears near the roots, notes with expectations on the leaves, and notes with contributions at the fruits.
- At the end of the course the participants should engage in discussion/reflection and the trainer could check with the participants if their expectations were fulfilled.



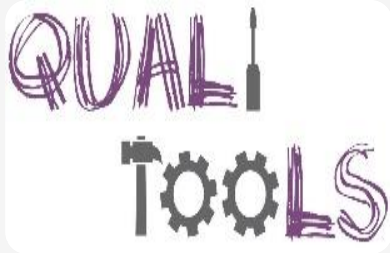
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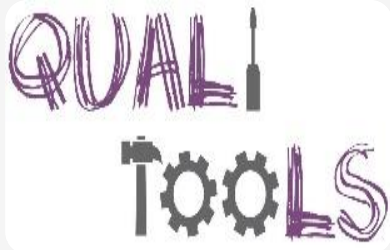
Good practice: Using the Depicting paths

- **Sector:** Planning documenting and reflecting upon learning and training processes
- **Brief description:** The participants draw a path or river that symbolises the training and mark milestones as well as positive or negative experiences.
- **Goal:** Reflection on the training process, milestones and supporting/hindering factors.



Good practice: Using the Depicting paths

- **Description:** Individually or in small groups, the participants can depict how the training went for them by drawing a path. On it they should mark milestones as well as positive and negative influences and factors.
- They can label them with words but they may also use symbols and drawings. The participants should be encouraged to be as creative as they want.



Good practice: Using the Depicting paths

