


	<b>Code of conduct for COLEAD trainers</b>			<b>DOC_014_TRN</b>		
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Crea : 14/04/2022	Rev : /	Applicable: 00/00/0000		Referenced document		

# *Code of Conduct of COLEAD trainers*



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## Foreword

***Any person who acts as a trainer in a COLEAD training course is acting on behalf of COLEAD and is therefore bound by the COLEAD code of ethics. The trainer commits himself on honour and in his contract to respect this code of conduct.***

## Introduction

### Context

Training means capitalising on and continuously disseminating knowledge, know-how, soft skills and specialised expertise to contribute to the in-depth transformation of agriculture and ensure that it can fully play its role in food security, ecosystem preservation and economic growth.

The mission of the COLEAD training system is to contribute to the sustainable strengthening of the skills of beneficiaries and learners to enable them to realise their projects.

We believe that each trainer has a key role to play in conveying the vision and values of COLEAD. It is therefore essential that each trainer embraces and adheres to this vision and values to ensure that each training course is delivered in accordance with deontology and the ethics principles<sup>1</sup>.

### Targeting and implementation of the code of conduct

The COLEAD Trainer's Code of Conduct aims to **ensure that the vision and values of COLEAD** are implemented and complements the Code of Conduct and Conflict of Interest sections of each service contract.

It is intended for anyone **who intervenes in a training activity as a trainer on behalf of COLEAD**, whether they are an expert, tutor, facilitator or coach.

This code of conduct provides a framework and reminder of good practice. It is a valuable tool for the trainer.

By absorbing and applying the code of conduct, the trainer shows learners how to behave during a COLEAD training, effectively contributing to the dissemination and ownership of the key messages of the training.


Acceptance of a training assignment for COLEAD immediately implies a commitment on honour to respect this Code of Conduct.

The code of conduct is provided as an annex to the service contract and is available on the COLEAD training platform :

<https://training.COLEAD.org/mod/page/view.php?id=1498&lang=en>

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<sup>1</sup> *Ethics is the search for a right way of being, wisdom in action. Ethics is optional, whereas deontology is, if not always compulsory, at least sanctionable. Ethics leads to the questioning of the identity of a person and also of a profession. Deontology is social, practical and supported by collective discipline. Deontology describes good practice; ethics refers to the quality of questioning which is the responsibility of each trainer.*

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COLEAD ensures that the code of conduct is respected through an evaluation of the trainer's performance, including feedback from the COLEAD action leader, learners and other stakeholders.

In the event of non-compliance with the code of conduct by the trainer, COLEAD reserves the right to intervene at any time during the expert's mission and to take the necessary corrective measures.

## COLEAD Values

This Code of Conduct is based on the values of COLEAD. **COLEAD expects each expert, acting on its behalf, to embrace these values and to be guided by them in his role as a trainer:**

### Commitment

It means paying particular attention to the coherence of training and support actions to meet the needs of beneficiaries. It is the integration of local human resources to reinforce the efficiency of training actions: the network of COLEAD ACP trainers participate fully and actively in the delivery of training but also in the construction of programmes and tools. It is the sharing of knowledge, experience and tools.

These are shared-cost actions that value the investment made by the partners-beneficiaries in training their staff.

### Continuous Improvement

COLEAD aims to improve the skills of learners in a sustainable and in-depth manner and seeks to achieve their satisfaction through the training offered. Based on a constant identification and monitoring of the expectations and needs of the partners-beneficiaries, COLEAD continuously improves the effectiveness of its training system, the efficiency and sustainability of its training actions. The training offer is thus regularly updated and enriched with new themes.

### Performance


The quality of its actions and training materials is a basic requirement for COLEAD. In order to guarantee the excellence of its learning activities, COLEAD relies on the continuous reinforcement of its trainers, both on the technical and pedagogical levels. COLEAD also pays special attention to collaboration with partners in order to expand the reach of its activities.

### Humanity

COLEAD places respect for the individual at the centre of its work and requires all its trainers, partners and service providers to respect strict rules of ethics and deontology. This includes active listening, empathy, a professional attitude, gender equity and respect, taking into consideration the specific culture of the beneficiary organisations, confidentiality of information, respect for participants during training, respect for local customs, timetables and the announced programme.

### Difference

Each learner, beneficiary or partner is different, so the demands for training are many and varied. COLEAD takes care to make the diversity of the field a richness in order to orientate its training actions and to offer adapted and innovative training solutions that best meet the needs of each learner, in order to accompany him as best as possible in his learning and in the adoption of "good practices" beneficial to the sector.

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**As an organisation, COLEAD integrates these values and applies them in the implementation of these activities and expects the same from the trainer representing it.**

## The Code of Conduct

The trainer shall conduct himself/herself in an irreproachable manner throughout the course of the assignment and shall endeavour to respect and ensure respect for this code of conduct.

### The trainer as a person

#### Developing your own skills

In order to act on behalf of COLEAD, the trainer must justify his competence in an honest, complete and transparent manner. He must, at all times in his career, be concerned to increase his technical knowledge and teaching skills and to update his level of information in the topics covered in training.

#### Do everything possible to ensure the success of the training

The trainer must use all the means that his or her professional skills allow and suggest, and make the best use of the resources of COLEAD, experts, organisations and legislation, to achieve the assigned educational objectives. It is the responsibility of each trainer to define, justify and use, under his own responsibility, the methods and resources appropriate to the purpose.

#### Communicating inclusively

The trainer intervenes with respect, without making value judgements on the learners and all other people benefiting from his services. He ensures that the whole group is taken into consideration and that the vocabulary and tone of voice are appropriate to the learners' profile. He ensures that respect for others is applied among the learners.

#### Respecting people and difference

The trainer's professional activity is based on unconditional respect for the individual regardless of gender, social status, cultural or ethnic background. The trainer shall avoid any discrimination between learners and respect the religious, philosophical and political opinions of others regardless of their own beliefs. The trainer should avoid addressing issues that touch on local politics or religious beliefs.


#### Respecting personal and organisational data

The trainer requires great discretion in all circumstances. He respects the personal and organisational data of the beneficiaries and communicates them only to the right person. He informs the persons concerned of the use that will be made of the data and ensures their consent. He ensures that this rule is applied by the participants in the training session.

#### Respecting intellectual property

The trainer undertakes to respect the intellectual property of the documents he uses and not to disseminate the material resources belonging to COLEAD without prior agreement. Any production of the trainer developed in the framework of the mission is subject to the intellectual property of COLEAD.

#### Inspire confidence

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The trainer's general attitude should inspire confidence in those who benefit from his services. However, he does not take advantage of the trust of the learners to discuss personal matters or to obtain favours of any kind, including sexual ones.

The trainer does not accept any gifts or remuneration, whether from learners, their employers or service providers, which could influence his assessment of the learner or which could damage COLEAD's reputation, independence or the fundamental principles of its training activities.

#### **Refrain from promoting its services**

The trainer is not allowed to advertise his own firm or to offer his services to the trainees during the training sessions: he acts on behalf of COLEAD.

### **The trainer and the learners**

#### **Putting learners' interests first**

The trainer gives priority to the interests and wishes of the individuals, groups and communities for whom he is professionally involved. He constantly seeks ways to meet the expectations of the learners. He respects the free choice of the learners to be involved or not in the training and does not impose his will on them.

#### **Consider the specific needs of learners**

The trainer should be sensitive to the special needs of certain learners, particularly those with disabilities. Whenever possible, the trainer should ensure that the infrastructure is adapted to these needs. For example, he ensures that the infrastructure is accessible if a learner has a motor disability, he adapts the breaks if a learner has to breastfeed her child, ....

#### **Define and enforce the framework**

The trainer informs the learners of the objectives of the training, the methods used, the duration, the timetable (including breaks), the conditions for individual success (obtaining a certificate or attestation). He informs the learners of the rules and procedures of the training session (e.g. presence/absence, use of telephones and computers, speaking, etc.). He respects and makes the learners respect the working environment, the rules of good conduct, the local laws and regulations, or the internal rules when they exist. He respects and makes the learners respect the timetable that has been established for the training.

#### **Supporting learners**

The trainer is responsible for helping, guiding and motivating the learners in their learning. He ensures that each learner studies and progresses at his own pace; he supports him/her and ensures the development of his human potential.


#### **Encourage collaboration and cooperation between learners**

The trainer encourages as much as possible mutual help, rather than competition, between learners (e.g. through group activities aimed at cooperation).

#### **Listen actively and empathetically to each learner**

The trainer listens actively to the learners. He understands and respects them. He ensures that each learner can express him freely and is integrated into the group. He intervenes in discussions without making value judgements on the ideas formulated by the learners. He is open to dialogue and exchange.

#### **Assessing learners fairly**

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The trainer assesses learners honestly and objectively, without bias and without favouritism.

### **Managing conflict**

The trainer must react and act in case of conflict between learners, measuring the consequences of his interventions in the lives of individuals and organisations, dialogue being a key tool.

## **The trainer and his peers**

### **Collaborating with peers**

The trainer defines, in agreement with his peers, the framework of work and collaboration. Tasks are distributed fairly according to each person's skills in order to best meet the educational objectives of the training, and always in the interest of the learners. Trainers encourage sharing and dialogue.

### **Building a relationship of trust**

The trainer collaborates with his peers hand in hand. They build up a relationship of trust and respect for each other, regardless of differences in culture, religion, opinion, skills, gender, .... They support each other, both in the preparation of a session and in the facilitation and evaluation.

## **The trainer and the learning environment**

### **Ensure respect for the premises and the safety of people**

The trainer ensures the cleanliness of the premises and the health and safety of the learners and their belongings at all times. He informs the learners of the safety instructions/house rules of the premises (if applicable) and of their own responsibility for the safety of their personal belongings.

### **Ensuring IT security**

The trainer will take care to avoid the introduction of computer viruses (e.g. with the use of USB keys).

### **Use resources sparingly**

The trainer uses the resources made available by COLEAD sparingly (e.g. printing paper materials only if necessary for environmental reasons).

## **The trainer and COLEAD**


### **Engaging with COLEAD**

By accepting an assignment and its terms of reference, the trainer commits to cooperate and collaborate with COLEAD. He undertakes to carry out the activities set out in the contract and to be responsive and available for the assignment.

### **Maintaining an honest and transparent working relationship**

The trainer maintains an honest and transparent relationship with COLEAD, especially with the person responsible for the training session. In the event that a difficulty arises, he immediately informs COLEAD and makes proposals to find a solution. In the event of force majeure, the trainer will immediately take the decision that makes sense and inform COLEAD as soon as possible.

### **Communicating reliable information**

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The trainer hands over all the information from the session (documents, attendance lists, references, questions, materials, etc.) to COLEAD at the end of the training. He commits to the reliability and integrity of the data and documents provided.