

Dear Colleagues,

Sound pedagogical design is the foundation of effective adult education. To support trade union trainers in building effective, inclusive, and structured trade union training, the Education Department of the European Trade Union Institute (ETUI) is organising a pedagogical workshop on “*Training Design: From Pedagogical foundations to AI integration.*” This comprehensive programme follows a blended format, combining an online pre-course phase—including an interactive webinar on **17 November 2026**—with a face-to-face workshop held from **1–3 December 2026** in Brussels, Belgium.

The online pre-course phase begins with an interactive webinar on **17 November 2026** (14:30–16:00 CET), introducing participants to the programme, providing an overview of the Learning Management Cycle, and framing the ADDIE model. Self-paced modules hosted on our dedicated learning platform **learn.etui** will further establish the theoretical foundations of training design. The face-to-face component in Brussels will then emphasize hands-on application, guiding participants through the assessment and analysis of case studies and practical tools from needs analysis to evaluation.

Throughout the workshop, participants will engage with each stage of the ADDIE model. A central emphasis will be placed on incorporating multicultural, inclusive, and accessible elements in trade union training. Furthermore, as artificial intelligence rapidly enters our learning spaces, trade union trainers face both new opportunities and challenges. To prepare trainers to navigate this technological shift responsibly, effectively, and critically, this workshop equips participants with practical AI tools, prompt engineering techniques, and ethical frameworks anchored in pedagogical practice.

During the workshop participants will:

- **Identify** the five phases of the Learning Management Cycle (ADDIE) within European trade union education contexts;
- **Draft** clear, measurable learning objectives aligned with Bloom’s taxonomy;
- **Apply** accessibility guidelines and inclusive design principles to training design;
- **Analyze** training sequences to align active learning methods with learning objectives.
- **Use** prompt engineering techniques and tools to build training assets across the ADDIE cycle while evaluating ethical risks.
- **Recommend** appropriate assessment tools in consideration of the evaluation levels outlined in Kirkpatrick’s model.

Working languages

Working languages are English and French.

Programme

The programme is enclosed.



Accommodation and course venue

Hotel Bedford : Rue du Midi 135, 1000 Bruxelles.

Participants

Participants on ETT courses and trade union members responsible for delivering training within their organisations. A maximum of 16 participants will be accepted.

Arrival and departure

Participants are expected to arrive on Monday 30th November afternoon and leave on Thursday 3rd December after lunch.

We should be grateful if all participants would respect the arrival and departure times.

Please wait for confirmation of your participation by ETUI before making travel reservations

The team of trainers will be responsible for the final selection and will bear in mind the skills required for this target group. Enrolments will not be approved without the prior consent of the ETUI education officer, who will also be the contact person for organisations requiring any further information.

You will need to register before **October 9th** at the latest.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant, the cost is **60€** for the entire course program.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount will be invoiced).

Accommodation

The ETUI arranges accommodation for all participants of the event

(Only from the 30th November to the 3rd December 2026)

Costs for accommodation, meals according to the programme, materials will be covered by ETUI, only for participants coming from member states of the European Union and candidate countries: Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine and Turkey.

In case of no-show, you will be asked to pay the no-show costs. ETUI will re-invoice you.

Other expenses that are not taken in charge by ETUI: parking, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance.

Travel

⚠ Please read this carefully as the rules have changed! ⚠
Attached the travel rules

Additional information

Should you need any additional information please do not hesitate to contact Tsela Ceulemans or Anna Kostetska.

Yours sincerely,

Anna & Tsela
ETUI Education

Enclosed: Programme and travel rules