

# SLE TRAINING. Training of Trainers

Trainer: Ms Gesa Grundmann

Course programme – Week 1

Duration: July 1-12, 2019 (10 days)



Time	Monday, 01.07.2019	Tuesday, 02.07.2019	Wednesday, 03.07.2019	Thursday, 04.07.2019	Friday, 05.07.2019
9.00 - 10.30	<b>Getting started</b> <ul style="list-style-type: none"> <li>Registration and welcome</li> <li>Participants' Introduction and expectations</li> <li>Objectives, agenda, task groups</li> </ul>	<b>Learning with brain and emotions</b> <ul style="list-style-type: none"> <li>Input on brain research and implication for learning, didactics and adult education</li> </ul>	<b>From topics to contents: How to design a training</b> <ul style="list-style-type: none"> <li>10 step approach to systematically plan and design trainings</li> <li>Introduction of trainer's plan</li> </ul>	<b>Special formats for training I: Theatre elements in training</b> <ul style="list-style-type: none"> <li>Introduction to Augusto Boal's approach of playful interaction for reflection and transformation in trainings, conducted by Till Baumann</li> </ul>	<b>Trainer's Toolbox: Learning games</b> <ul style="list-style-type: none"> <li>Use of games and quizzes in trainings</li> <li>Exercises</li> </ul>
Coffee break					
11.00 - 12.30	<b>Training needs assessment and learning objectives</b> <ul style="list-style-type: none"> <li>Different formats for training needs assessment</li> <li>Formulation of learning objectives</li> </ul> <b>Background on Energizers</b>	<b>Learning styles</b> <ul style="list-style-type: none"> <li>Exercise on different learning styles and implications for trainers</li> <li>Competences for trainer</li> </ul>	<b>Trainer's Toolbox: Beginning of trainings</b> <ul style="list-style-type: none"> <li>Importance of a good beginning, room arrangements, different options for presentation of participants</li> </ul>	<b>Special formats for training I: Theatre elements in training</b> <ul style="list-style-type: none"> <li>Continuation with exercises</li> </ul>	<b>Trainer's Toolbox: Evaluation of trainings</b> <ul style="list-style-type: none"> <li>Different formats for the evaluation of trainings</li> <li>Exercises</li> </ul>
Lunch break					
13.30 - 15.00	<b>Trainer's Toolbox: Visualization</b> <ul style="list-style-type: none"> <li>Introduction to main elements for visualization (material, formats, handwriting, symbols, structure)</li> <li>Use of different media in trainings: pros and cons</li> </ul>	<b>Preparation of trainings</b> <ul style="list-style-type: none"> <li>7 Questions to prepare trainings and workshops</li> <li>What to consider in different intercultural contexts</li> </ul>	<b>Case studies II</b> <ul style="list-style-type: none"> <li>Continuation of group work on first draft for trainings</li> <li>Short presentation of group work</li> </ul>	<b>Trainer's Toolbox: Brainstorming</b> <ul style="list-style-type: none"> <li>Different formats for brainstorming (advantages, challenges)</li> <li>Exercises</li> </ul>	<b>Talk to the people II</b> <ul style="list-style-type: none"> <li>Visit to a Berlin based consulting and training company: discussing business aspects of trainings, challenges, best practices</li> </ul>
Coffee break					
15.30 - 17.00	<b>Visualization</b> <ul style="list-style-type: none"> <li>Exercises on visualization techniques</li> <li>Wrap up and evaluation of the day</li> </ul>	<b>Case studies I</b> <ul style="list-style-type: none"> <li>Formation to case study teams, Task: Define outline for a training, formulate learning objectives, draft possible contents</li> <li>Wrap up and evaluation of the day</li> </ul>	<b>Talk to the people I</b> <ul style="list-style-type: none"> <li>Discussion with experienced trainers (from SLE-context) on challenges and good practices in training</li> </ul>	<b>Trainer's Toolbox: Roleplays</b> <ul style="list-style-type: none"> <li>Different formats of roleplays in trainings</li> <li>Exercises</li> </ul>	Continuation of visit <ul style="list-style-type: none"> <li>Group I: Como Consult GmbH</li> <li>Group II: Artop GmbH</li> </ul> Finish: 16.00

# SLE TRAINING. Training of Trainers

Trainer: Ms Gesa Grundmann

Course programme – Week 2

Duration: July 1-12, 2019 (10 days)



Time	Monday, 08.07.2019	Tuesday, 09.07.2019	Wednesday, 10.07.2019	Thursday, 11.07.2019	Friday, 12.07.2019
9.00 - 10.30	<b>Training as a profession</b> <ul style="list-style-type: none"> <li>Feedback on the excursions in small groups</li> <li>Discussion (6 thinking hats)</li> </ul>	<b>Troubleshooting in trainings</b> <ul style="list-style-type: none"> <li>What can go wrong?</li> <li>How to deal with challenging participants and situations</li> </ul>	<b>Special formats for trainings II</b> <b>Digital solutions for learning</b> <ul style="list-style-type: none"> <li>Expert input on blended learning and digital learning innovation: Catalina Mueller</li> </ul>	<b>Practise day</b> <ul style="list-style-type: none"> <li>Case study groups conduct a training session with input and exercises</li> <li>Feedback and lessons learnt from training sessions</li> </ul>	<b>Summary and conclusions</b> <ul style="list-style-type: none"> <li>Review of trainer's toolbox</li> </ul>
11.00 - 12.30	<b>Trainer's Toolbox</b> <b>Group works</b> <ul style="list-style-type: none"> <li>What to consider in using group work as a format in trainings</li> <li>Exercise: Circuit training</li> </ul>	<b>Troubleshooting in trainings</b> <ul style="list-style-type: none"> <li>Group dynamics in trainings</li> </ul>	<b>Open space</b> <ul style="list-style-type: none"> <li>Discussion on topics to be selected by participants</li> </ul>	<b>Practise day</b> <ul style="list-style-type: none"> <li>Case study groups conduct a training session with input and exercises</li> <li>Feedback and lessons learnt from training sessions</li> </ul>	<b>Next steps</b> <ul style="list-style-type: none"> <li>Trainer networks</li> <li>Transfer to reality</li> </ul> <b>Evaluation</b>
13.30 - 15.00	<b>Trainer's Toolbox:</b> <b>Discussions</b> <ul style="list-style-type: none"> <li>Different formats for discussions in trainings (fishbowl, world café)</li> </ul>	<b>Case studies</b> <ul style="list-style-type: none"> <li>Preparation of all necessary inputs and materials for a 45 minutes session</li> </ul>	<b>Case studies</b> <ul style="list-style-type: none"> <li>Continuation of group work on case studies</li> </ul>	<b>Practise day</b> <ul style="list-style-type: none"> <li>Case study groups conduct a training session with input and exercises</li> <li>Feedback and lessons learnt from training sessions</li> </ul>	<b>Closing and certificates</b>
15.30 - 17.00	<b>Case studies</b> <ul style="list-style-type: none"> <li>Prepare a detailed plan for a training</li> <li>Specify tools and techniques for one day</li> </ul>	<b>Special formats for trainings II</b> <b>Digital solutions for learning</b> <ul style="list-style-type: none"> <li>Web-based training practical session: 16.30-18.00, location from which you would like to connect is of own choice</li> </ul>	<b>Case studies</b> <ul style="list-style-type: none"> <li>Finalize preparation</li> </ul>	<b>Practise day</b> <ul style="list-style-type: none"> <li>Case study groups conduct a training session with input and exercises</li> <li>Feedback and lessons learnt from training sessions</li> </ul>	Good bye! Auf Wiedersehen!