# SLE TRAINING: Training of Trainers

**Trainer:** Ms Gesa Grundmann  
**Course programme – Week 1**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday, 30.11.2020</th>
<th>Tuesday, 01.12.2020</th>
<th>Wednesday, 02.12.2020</th>
<th>Thursday, 03.12.2020</th>
<th>Friday, 04.12.2020</th>
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| 9.00 - 10.30 | **Getting started**  
- Registration and welcome  
- Participants’ Introduction and expectations  
- Objectives, agenda, task groups | **Learning with brain and emotions**  
- Input on brain research and implication for learning, didactics and adult education | **From topics to contents: How to design a training**  
- 10 step approach to systematically plan and design trainings  
- Introduction of trainer’s plan | **Special formats for training I: Theatre elements in training**  
- Introduction to Augusto Boal’s approach of playful interaction for reflection and transformation in trainings, conducted by Till Baumann | **Trainer’s Toolbox**: Evaluation of trainings  
- Different formats for the evaluation of trainings  
- Exercises |
| 11.00 - 12.30 | **Training needs assessment and learning objectives**  
- Different formats for training needs assessment  
- Formulation of learning objectives  
- Background on Energizers | **Trainer competences I**  
- Exercise on different learning styles and implications for trainers  
- Competences for trainer | **Trainer’s Toolbox**: Beginning of trainings  
- Importance of a good beginning, room arrangements, different options for presentation of participants | **Special formats for training I: Theatre elements in training**  
- Continuation with exercises | **Talk to the people I**  
- Visit to a Berlin based consulting and training company: discussing business aspects of trainings, challenges, best practices |
| 13.30 - 15.00 | **Trainer’s Toolbox: Visualization**  
- Introduction to main elements for visualization (material, formats, handwriting, symbols, structure)  
- Use of different media in trainings: pros and cons | **Case studies I**  
- Formation to case study teams, Task: Define outline for a training, formulate learning objectives, draft possible contents | **Trainer competences II**  
- Performance: Use of voice and body language  
- Exercises by guest trainer | **Trainer’s Toolbox**: Roleplays  
- Different formats of role plays in trainings  
- Exercises | **Continuation of visit**  
- Group I: Como Consult GmbH  
- Group II: finep GmbH (tbc) |
| 15.30 - 17.00 | **Visualization**  
- Exercises on visualization techniques  
- Wrap up and evaluation of the day | **Preparation of trainings**  
- 7 Questions to prepare trainings and workshops  
- What to consider in different intercultural contexts | **Case studies II**  
- Continuation of group work on first draft for trainings  
- Short presentation of group work | **Trainer’s Toolbox**: Brainstorming  
- Different formats for brainstorming (advantages, challenges)  
- Exercises | / |

**Duration:** 30.11.-11.12.2020 (10 days)
# SLE TRAINING. Training of Trainers

**Trainer:** Ms Gesa Grundmann  
Course programme – Week 2

## Duration: 30.11.-11.12.2020 (10 days)

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<tbody>
<tr>
<td>9.00-10.30</td>
<td><strong>Trainer's Toolbox:</strong></td>
<td><strong>Trainer's Toolbox:</strong></td>
<td><strong>Troubleshooting in trainings</strong></td>
<td><strong>Practise day</strong></td>
<td><strong>Summary and conclusions</strong></td>
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<td></td>
<td>Learning games</td>
<td>Group work</td>
<td>What can go wrong?</td>
<td>Case study groups conduct a training session with input and exercises</td>
<td>Review of trainer’s toolbox</td>
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<td>Use of games and quizzes in trainings</td>
<td>What to consider in using group work as a format in trainings</td>
<td>How to deal with challenging participants and situations</td>
<td>Feedback and lessons learnt from training sessions</td>
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<td>Exercises</td>
<td>Exercise. Circuit training</td>
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<td>11.00-12.30</td>
<td><strong>Training as a profession</strong></td>
<td><strong>Special formats for trainings II</strong></td>
<td><strong>Troubleshooting in trainings</strong></td>
<td><strong>Practise day</strong></td>
<td><strong>Next steps</strong></td>
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<td>Feedback on the excursions in small groups</td>
<td>Digital solutions for learning</td>
<td>Group dynamics in trainings</td>
<td>Case study groups conduct a training session with input and exercises</td>
<td>Trainer networks</td>
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<td>Discussion (6 thinking hats)</td>
<td>Q&amp;A with Daniel Unsöld on online trainings</td>
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<td>Feedback and lessons learnt from training sessions</td>
<td>Transfer to reality</td>
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<td>(11-12 am)</td>
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<td>Evaluation</td>
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<td>13.30-15.00</td>
<td><strong>Trainer's Toolbox:</strong></td>
<td><strong>Case studies III</strong></td>
<td><strong>Open space</strong></td>
<td><strong>Practise day</strong></td>
<td><strong>Closing and certificates</strong></td>
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<td>Discussions</td>
<td>Prepare a detailed plan for a training</td>
<td>Discussion on topics to be selected by participants</td>
<td>Case study groups conduct a training session with input and exercises</td>
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<td>Specify tools and techniques for one day</td>
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<td>Feedback and lessons learnt from training sessions</td>
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<td>15.30-17.00</td>
<td><strong>Special formats for trainings II</strong></td>
<td><strong>Case studies IV</strong></td>
<td><strong>Talk to the people II</strong></td>
<td><strong>Practise day</strong></td>
<td><strong>Good bye! Auf Wiedersehen!</strong></td>
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<td>How to facilitate virtual trainings</td>
<td>Preparation of all necessary inputs and materials for a 45 minutes session</td>
<td>Discussion with experienced trainers (from SLE-context) on challenges and good practices in training</td>
<td>Case study groups conduct a training session with input and exercises</td>
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<td>Webinar by guest trainer Daniel Unsöld using Zoom - location from which you would like to connect is of own choice (16.00-17.30)</td>
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<td>Feedback and lessons learnt from training sessions</td>
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