

SLE TRAINING. Training of Trainers

Trainer: Ms Gesa Grundmann

Course programme – Week 1

Duration: 21.06.-02.07.2021 (10 days)



Time	Monday, 21.06.2021	Tuesday, 22.06.2021	Wednesday, 23.06.2021	Thursday, 24.06.2021	Friday, 25.06.2021
9.00 - 10.30	Getting started <ul style="list-style-type: none"> Registration and welcome Participants' Introduction and expectations Objectives, agenda, task groups 	Learning with brain and emotions <ul style="list-style-type: none"> Input on brain research and implication for learning, didactics and adult education 	From topics to contents: How to design a training <ul style="list-style-type: none"> 10 step approach to systematically plan and design trainings Introduction of trainer's plan 	Special formats for training I: Theatre elements in training <ul style="list-style-type: none"> Introduction to Augusto Boal's approach of playful interaction for reflection and transformation in trainings by guest trainer 	Trainer's Toolbox : Evaluation of trainings <ul style="list-style-type: none"> Different formats for the evaluation of trainings Exercises
Coffee break					
11.00 - 12.30	Training needs assessment and learning objectives <ul style="list-style-type: none"> Different formats for training needs assessment Formulation of learning objectives Background on Energizers	Trainer competences I <ul style="list-style-type: none"> Exercise on different learning styles and implications for trainers Competences for trainer 	Trainer's Toolbox: Beginning of trainings <ul style="list-style-type: none"> Importance of a good beginning, room arrangements, different options for presentation of participants 	Special formats for training I: Theatre elements in training <ul style="list-style-type: none"> Continuation with exercises 	Talk to the people I <ul style="list-style-type: none"> Visit to a Berlin based consulting and training company: discussing business aspects of trainings, challenges, best practices
Lunch break					
13.30 - 15.00	Trainer's Toolbox: Visualization <ul style="list-style-type: none"> Introduction to main elements for visualization (material, formats, handwriting, symbols, structure) Use of different media in trainings: pros and cons 	Case studies I <ul style="list-style-type: none"> Formation to case study teams, Task: Define outline for a training, formulate learning objectives, draft possible contents 	Trainer competences II <ul style="list-style-type: none"> Performance: Use of voice and body language Exercises by guest trainer 	Trainer's Toolbox: Roleplays <ul style="list-style-type: none"> Different formats of roleplays in trainings Exercises 	Continuation of visit <ul style="list-style-type: none"> Group I: Como Consult GmbH Group II: finep GmbH (tbc)
Coffee break					
15.30 - 17.00	Visualization <ul style="list-style-type: none"> Exercises on visualization techniques Wrap up and evaluation of the day 	Preparation of trainings <ul style="list-style-type: none"> 7 Questions to prepare trainings and workshops What to consider in different intercultural contexts 	Case studies II <ul style="list-style-type: none"> Continuation of group work on first draft for trainings Short presentation of group work 	Trainer's Toolbox: Brainstorming <ul style="list-style-type: none"> Different formats for brainstorming (advantages, challenges) Exercises 	/

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Course programme – Week 2

Duration: 21.06.-02.07.2021 (10 days)



Time	Monday, 28.06.2021	Tuesday, 29.06.2021	Wednesday, 30.06.2021	Thursday, 01.07.2021	Friday, 02.07.2021
9.00 - 10.30	Trainer's Toolbox: Learning games <ul style="list-style-type: none"> Use of games and quizzes in trainings Exercises 	Trainer's Toolbox Group work <ul style="list-style-type: none"> What to consider in using group work as a format in trainings Exercise: Circuit training 	Troubleshooting in trainings <ul style="list-style-type: none"> What can go wrong? How to deal with challenging participants and situations 	Practise day <ul style="list-style-type: none"> Case study groups conduct a training session with input and exercises Feedback and lessons learnt from training sessions 	Summary and conclusions <ul style="list-style-type: none"> Review of trainer's toolbox
11.00 - 12.30	Training as a profession <ul style="list-style-type: none"> Feedback on the excursions in small groups Discussion (6 thinking hats) 	Special formats for trainings II Digital solutions for learning <ul style="list-style-type: none"> Q&A on online trainings (11 -12 am) 	Troubleshooting in trainings <ul style="list-style-type: none"> Group dynamics in trainings 	Practise day <ul style="list-style-type: none"> Case study groups conduct a training session with input and exercises Feedback and lessons learnt from training sessions 	Next steps <ul style="list-style-type: none"> Trainer networks Transfer to reality Evaluation
13.30 - 15.00	Trainer's Toolbox: Discussions <ul style="list-style-type: none"> Different formats for discussions in trainings (fishbowl, world café) 	Case studies III <ul style="list-style-type: none"> Prepare a detailed plan for a training Specify tools and techniques for one day 	Open space <ul style="list-style-type: none"> Discussion on topics to be selected by participants 	Practise day <ul style="list-style-type: none"> Case study groups conduct a training session with input and exercises Feedback and lessons learnt from training sessions 	Closing and certificates
15:30 - 17.00	Special formats for trainings II How to facilitate online trainings <ul style="list-style-type: none"> Online session with guest trainer using Zoom - location from which you would like to connect is of own choice 	Case studies IV <ul style="list-style-type: none"> Preparation of all necessary inputs and materials for a 45 minutes session 	Talk to the people II <ul style="list-style-type: none"> Discussion with experienced trainers (from SLE-context) on challenges and good practices in training 	Practise day <ul style="list-style-type: none"> Case study groups conduct a training session with input and exercises Feedback and lessons learnt from training sessions 	Good bye! Auf Wiedersehen!