



TRAIN THE TRAINER

LANGUAGE: Languages used for the training: English, but many languages for 6+ groups. The language of the course can be arranged according to the characteristics of the groups in English, German, Italian, Spanish and Turkish.

LOCATION AND DURATION: 20-24 July 2020 Tallinn, ESTONIA

COURSE SPECIFICATIONS:

Number of Training Days: 5 Days

Lessons per week: 30 English Language

Lesson Duration: 09:00-15:00 for a day

Length and fees: <http://bluecore-edu.com/index.php/courses-and/>

Class Size: Maximum 20

Language level: A1/A2

Suitable for: School administrators, school staff, teachers and Everyone

COURSE BACKGROUND AND COURSE OVERVIEW:

'Train the trainer' is an essential course for all those promoted to a training supervisory role as well as to all those wishing to refresh/enhance their training skills. The course covers a variety of topics which are fundamental for successfully running a course, such as writing a structured training course as well as an overview of effective training skills. Moreover, the course deals with effective training practices and procedures and emphasizes on the importance of body language and voice projection. 'Train the trainer' course also covers the pros and cons of classroom training versus individual/one-to-one training and how the trainer can create a fully 'engaged' audience and ensure the active participation of all delegates. This course equips the participants with the necessary skills to handle questions and manage difficult trainees. It is ideal not only for those who want to improve their training skills but also those wishing to know the essentials of developing, organizing and running training programmes as well as those involved

in the implementation of training policy and improvement of staff competency levels. This is a masterclass course for trainers, teachers in supervisory role, training managers, Human Resources staff and professionals responsible/in charge of the development of staff competence level as an integral part of the overall business development strategy.

COURSE OBJECTIVES:

- To reach a deep understanding of the various types of learning and learning styles
- To be able to identify participants' needs and structure a training to address these needs
- To deliver an interesting training and ensure the engagement and active involvement of the participants
- To handle questions and manage difficult situations during the delivery of a training
- To develop an efficient and effective training regime with the aim to enhance staff competency levels

CONTENT AND METHODOLOGY:

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organizer of the course, BlueCore Academy, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice - hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of Bluecore Academy, an international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.

METHODS:

Lectures, exercises, discussions, teamwork, role-playing, study visits

COURSE TOPICS:

- Teachers' training
- To learn more and gain experience
- Being professionals
- Techniques and methods for teaching
- Cooperation with the EU countries

PROGRAM (Training activities):

- PPT slides
- discussions
- evaluating
- sharing thoughts and ideas with the group
- sightseeing and the school visits

PREPARATION:

After confirming registration, participants will be informed about the details of the course (arrival, daily program). Participants will be able to introduce themselves and bring a few examples of routines and practices that they apply to their teaching.

MODULES:

- Module1: Learning to teach in an effective way
- Module2: Dealing with difficult students and trainers
- Module3: How to motivate students in schools?
- Module4: Being a good teacher and trainer

FOLLOW UP:

BENEFITS TO PARTICIPANTS - SKILLS & COMPETENCES

The course is ideal for school principals, teachers of primary and secondary education, those who have become or want to become training managers and wish to know the fundamentals of developing organizational training programmes and all those who are interested to enhance their training skills and competences as well as to sharpen their public speaking abilities.

By the end of the course, delegates will have acquired capabilities to:

- Understand the skills and attributes required for someone being an excellent trainer
- Adapt learning and learning style to the occasion and the audience
- Comprehend in depth the needs and requirements of the trainees/participants/audience
- Build trusting and helpful relationship with the trainees
- Stay always in control and avoid conflict while delivering a training

The participants will:

- Learn how to match the aims and objectives of a training to the participants' needs
- Deal with difficult trainees and audience and manage difficult situations
- Learn the fundamental training delivery skills and how to use them to their advantage
- Learn how to handle question and gain the trust of their trainees

DAILY TIMETABLE:

1ST DAY

(09:00-15:00)

- Welcome to the participants
- A quick introduction to the course

Coffee Break

- What differentiates a good trainer from an excellent trainer?
- Skills and attributes of an effective trainer
- Principles of learning and learning styles
- Adapting learning and learning style: cross cultural training issues

- Discussion of the day

2ND DAY

(09:00-15:00)

- Establishing training aims and objectives
- Taking the needs of the participants/trainees into account

Coffee Break

- How to structure your training - Part I (general)
- Delivering an interesting training
- Handling questions - Part I (general)
- Discussion of the day

3RD DAY

(09:00-15:00)

- Introducing the training
- How to structure your training - Part II (re-structuring)
- Handling questions - Part II (receiving)

Coffee Break

- Importance of Active Listening
- Key Elements of Active Listening
- Post course action planning

- Discussion of the day

4TH DAY

(09:00-15:00)

- Fundamental delivery skills
 - Body language
- #### Coffee Break
- Voice projection
 - Public speaking (practical group exercise)
 - Discussion of the day

5TH DAY

(09:00-15:00)

- Managing difficult students
- Handling difficult situations and avoid conflict
- Handling criticism or advice about training event and/or training style

Coffee Break

- Showing genuine concern for the participants and establishing a helpful and genuine relationship
- Discussion and Evaluation

CERTIFICATIONS: At the end of the course; Participants will take "Certificate of Participant", "Europass Mobility Certificate", "Staff Mobility Agreement" and BlueCore International Company Invoice certificates.

