

COURSE DESCRIPTION

U001 – Train-the-Trainer (TtT)

Course goal

This course focusses on the reflection, extension, and optimization of experiences and knowledge of the trainer's own activity. Participants learn how to ensure the quality of their courses and how they can package their activities in teaching, training, and instruction in an attractive way.

Main learning objectives

Participants

- reflect on their own teaching activity and define development potentials
- analyze and discuss their knowledge and skills concerning the design of courses
- develop and test optimization options concerning methodology and didactics as well as trainer behavior and interaction
- learn and deepen the use of tools as well as the subjects of presentation and moderation technique.

Participant profile

Teaching, training and instruction personnel from ABB and ABB-connected companies offering training courses of short or long duration.

Prerequisites

Initial experience in the execution of courses as teacher, trainer, or instructor.

Topics

- Methodical-didactical planning and execution of theory- and practice-oriented courses and their teaching sequences
- Organization of single lectures, series of lectures and courses aimed at respective target groups
- Lecturer's behavior
Demeanor, motivation, communication, presentation, flexibility, etc.
- Diversified application of auxiliary means
Projector, pin board, flipchart, white board, moderation cards, objects, etc.

- Arrangement of various educational and learning methods
Single, partner, group and plenum training
- Group-specific topics (depending on the group of participants and their experience)
 - Moderation of group and plenum discussions
 - Handling of problems during the training session
 - Handling "difficult" participants (wise-acs, critics, meddlers, etc.)
 - Maintaining learning and working motivation during training blocks of several days' duration
 - Giving relief to lecture-oriented presentations, etc.

Course type

This is a face-to-face class room training with min. 7 and max. 8 participants.

Learning methods and tools

Moderated workshop (80% of the training duration), including the execution and evaluation of training sequences, short lectures, exchange of experience and discussions.

Laptop or tablet is required to have access to the e-documentation. Please bring your own device.

Duration

3 days