Preliminary Agenda

TRAIN THE TRAINER
Workshop


Trainer modules Platform-training:
Bernhard Heuberger

Didactic trainer:
Ruth Langer, MA

Sofia 1421
Tsarnook 8
Lozenetz
2-day training course - FM Modules

Day 1 – Welcoming & contents of Module 2-4

➢ Welcoming 08:00 – 8:40 h
➢ Module 1-4 08:40 – 17:00 h
  o Content of the module
  o Explanation of the priorities
  o Processing of the exercises
    08:40 - 09:40 h  Module 1
    10:20 - 10:30 h  Coffee break
    10:30 – 12:00 h  Module 2
    12:00 – 12:45 h  Lunch break
    12:45 – 14:45 h  Module 3
    14:45 – 14:55 h  Coffee break
    14:55 – 17:00 h  Module 4

Day 2 – Contents of Module 5-8

➢ Module 5 – 8 08:00 – 17:00 h
  o Content of the module
  o Explanation of the priorities
  o Processing of the exercises
    08:00 – 09:30 h  Module 4
    09:30 – 09:40 h  Coffee break
    09:40 – 11:15 h  Module 5
    11:15 – 12:00 h  Module 6
    12:00 – 12:45 h  Lunch break
    12:45 – 13:30 h  Module 6
    13:30 – 13:40 h  Coffee break
    13:40 – 15:25 h  Module 7
    15:25 – 15:35 h  Coffee break
    15:25 – 17:00 h  Module 8
2-day didactic training

Targets:

Participants are able to:

... use the keys for professional knowledge transfer
... use the different forms of social learning
... accompany a face to face course independently
... accompany an asynchronous virtual phase during an online course

Day 3 – didactic training & welcoming
8:00 -17:00 h; Lunch break 12:00-12:45 h

Teaching and learning

- Keys for professional knowledge transfer
- The glorious 4 – the secret to success
- (Recognise) the importance of visualization
- Importance of orientation during the learning process
- Find and represent the core information

Rhythm of teaching

- The red thread
- Ideas for designing learning phases

Day 4 - didactic training
8:00 -17:00 h; Lunch break 12:00-12:45 h

Inclusion of people into the learning process

- Possibility of social learning
- Understanding the benefits of social learning

Support of asynchronous virtual (online) phases

- Netiquette
- Role of a trainer
1-day platform-training

Day 5 – Platform training
8:00 -16:30 h;
Lunch break 12:00-12:45 h

E-learning platform appearance
  o Login
  o Courses
  o Blocks
  o Educational contents

Profile editing

Different kinds of blocks
  o Messages
  o Settings
  o Logged in user
  o Online users
  o Calendar
  o Up-coming events
  o Recent activities

Educational content
  o Editing – turn editing on
  o Editing different resources
  o Switch to role
  o Creating educational content

Communicational resources
  o Forum
  o Virtual classroom
  o Chat

Reports
  o Logs
  o Activity report
  o Course participation