

Train the Trainer

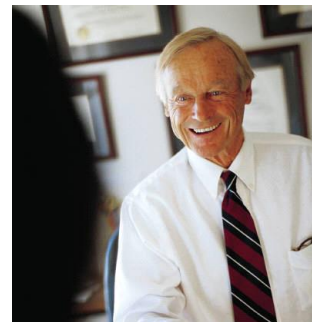
Seminar objectives

The participants will

- understand the construction of a training
- learn to use the different methods of trainings
- learn to adapt the documents for the participants
- get to know positive and negative behavior of a trainer
- get the basic information of group dynamic
- learn the basics to give a successful training
- learn to control the success of transfer

Contents

- Construction of a technical training
- Different methods for moderation
- Design of a work book
- Basics of a successful training (objectives, relationship management, time management, control of transfer)
- Design of a concept for technical trainings
- Group dynamics



Methods

- Lectures
- Group work
- Single work
- Exercise
- Case studies

Organisation

- Target Groups
 - Managers
 - Persons in Leadership function and others
- Period
 - 2 days