

TRAIN THE TRAINER

The importance of education and training of adults experienced a significant boom during the past decade. Primary education acquired in school, and later at universities, today can no longer meet the demands set by the modern economy and the market. The development of skills and new knowledge are necessary prerequisites for the survival of the enterprises on the market today. Also, the same can be said for individuals who want to progress and develop a career. For this reason it is necessary to provide adequately trained trainers who have the skills of transferring knowledge and teaching adults.

Great motivation and willingness, commitment and inner joy in coaching others - all these are factors that are important for trainers in the education and training of adults. This, however, is far from enough. Successful and qualifying execution of some work typically requires certain skills and competencies, and the same goes for training execution by the trainer.

Today, participation in educational programs for adults typically requires (not so minor) expenses for businesses and for individuals who self-finance their education. Therefore, the participants of such training programs rightly expect the highest quality trainers who will know how to pass on knowledge and experience. Participants need the education to be fully adapted to the needs and requirements of adults. For example, trainer should take into account and accept previous life and professional experiences of all participants and to, to the extent possible, integrate that experience in the training. Participants want their trainers to, as far as possible, devote their attention to each of them. For these reasons, the system of adult training must contain andragogy-psychological and methodical-didactic ability of each trainer. What does that mean? For all the above reasons, it is absolutely essential to all those persons who wish to be active in the adult education system as a trainers, to be adequately trained. Only qualified trainers can successfully educate other adults.

This training discusses the basic methods, but also the theoretical settings of the consulting system and, as such, provides answers to the fundamental questions of modern consulting. The main goal is to provide the tools to the participants and to train them in advisory work with young entrepreneurs. With acquired professional knowledge and practical experience gained from experienced consultants / trainers in this training, participants will be qualified to successfully manage tasks in counselling young entrepreneurs.

EDUCATION CONTENT

Module 1: Pedagogy and andragogic basics and rhetoric

- Trainers and practical education (Development trends; Areas of training: products, skills, interpersonal relations, personality and a whole person; Education and personal development of trainers)
- Preparation of teaching materials (Didactics in education; The relationship between teaching and learning; Making goals for learning, description of the objectives of learning, areas of learning, learning steps; Planning and organization of teaching)
- The differences in learning (Generational differences; The ability of individuals to learn; Techniques that encourage learning associated with practice)
- Communication and interaction (Students/Participants in the workplace; Start of training; First impression and start; Methods for making optimal contact between trainers and students/participants)
- Trainer's charisma (Trainer's personality; A charismatic person; Development plan of one's own personality traits)
- Basics of successful communication (Wheel of consciousness; YOU and I messages; Active listening)
- Body language as a tool of success (The importance of body language; Roots of body language; Posture; View control; Smile; The availability of each message)
- The targeted application of body language (Successful development of body language from head to toe; Correct interpretation of others body language)
- Self-confidence (Personal appearance; Confident effects on participants; Personal and external self-experience; Building self-assurance; Situation and behaviour flow; Examples for acquiring self-confidence)
- Rhetoric – the art of free speech (The power of voice; Speech creating practice; Speech concept; How to prepare a memo for the speech; Speech techniques; Negative words and unnecessary formulations; How to formulate meaningfully and score resulted; Rhetorical figures; Figures of speech)

Module 2: Media didactics

- The impact of the media (The connection between media and learning; Media communication; Importance and influence of the media; What is all the media)
- Presentation media (Coding symbolic display; Interpretation - association; Elements of creating messages and order of understanding messages; Structural elements; The role of presentation media)
- Moderation techniques and tools (Moderation media)
- The use of multimedia (Rules for design of multimedia presentations; How to work with PowerPoint; Didactic guidelines; Shaping presentations, Presentation with PowerPoint)
- Media and copyrights (Legislation ; Copyright, Copyleft, Creative Commons; The usage of others' work)
- Monitoring the work of students/participants in experiential teaching (Practical training logs)



Module 3: Design, management and control of training

- The organization of training (Didactic fundamentals; Social forms and methods for teaching adults)
- Emotions (The attention mechanism; Captured attention and stress; The reaction fight-flight-surrender; Techniques of attracting and retaining attention; Techniques of releasing captured attention)
- Motivation (The scale of human needs; Motivation; Trainer as a motivator; Interaction and motivation; Types of participants; Motivated trainers behaviour)
- Control and monitoring of learning (Growth of knowledge and control of the learning success; Control of successful learning; Types of control)
- "Live Action Training Day" (Presentation of the unique Training Module of each student; Reflection on one's own journey through the understanding of the role of trainer; Training demonstration and trainers' feedback; Recommendations for further development)

