

## ***Fees and Dates***

**Maximum number of participants:** 12

**Course benefits:**

40 seminar units, Monday - Friday, 9 am - 5 pm,  
Detailed confirmation of attendance and a  
performance-related certificate,  
Support via the "moodle" learning platform,  
Seminar material, Photo protocol,  
Admission to the IIK Xing alumni group for trainers,  
Catering at coffee and lunch breaks

**Seminar Fees:** 1380€ (1410€ Workshop in English)

**Dates 2015:**

- **23.03.-27.03.2015 in German**
- **29.06.-03.07.2015 in German**
- **17.08.-21.08.2015 in English**
- **31.08.-04.09.2015 in German**
- **26.10.-30.10.2015 in German (Berlin)**
- **30.11.-04.12.2015 in German**

**Venue:**

- **Düsseldorf:** IIK Training Center
- **Berlin:** berlinerID, TU Berlin



Schloss Mickeln



TU Berlin

## ***The IIK***

**Institut für Internationale Kommunikation  
e.V. in Düsseldorf und Berlin**

Bridging the Academic and the Business World.

**Training Center Düsseldorf:**

Palmenstraße 25  
40217 Düsseldorf

Administration:  
Friedrichstraße 26  
40217 Düsseldorf  
Germany



**Training Center Berlin:**

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**Continued education:**

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**Bank details:**

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Bank: Stadtparkasse Düsseldorf  
Bank code: 300 501 10  
S.W.I.F.T./BIC-Code: DUSSEDDXXX

Barring errors, prices subject to change, all information as of May 2015

# ***Train the Trainer***



***5-days IIK-Basic-Workshop in  
Düsseldorf/Berlin  
German/English***

## ***Train the Trainer***

Those who want to work as trainers and facilitators in the field of continuing education are faced with a range of requirements. Expert knowledge does not suffice. To be successful and authentic it is indispensable to acquire certain competencies.

- What are a trainer's competencies?
- How is a training designed?
- In what way can the trainer support the learning process of adults?
- And how can the trainer accompany personal development?

In other words: What does a trainer have to know today?

The IIK has developed a concept that allows future trainers and facilitators to learn the basic principles of training and acquire a solid trainer's foundation in 5 days.

The objective of the IIK Train The Trainer workshop is:

- ✓ to acquire and extend your expert, reflexive and personal skills and competencies to be more successful as a trainer

### **The participants**

- will experience exemplarily the complete process from mandate clarification to seminar evaluation
- will learn to plan, design and conduct trainings

## ***Contents***

### **Contents of the Workshop:**

- The trainer's personality: requirements – expectations – roles
- Adult education and teaching psychology
- Didactics and methods in training
- The use of E-learning
- Mandate clarification and importance of learning objectives
- Training structure and phases
- Optimal workshop design and media mix (including interactive whiteboards)
- Visualisation and presentation
- Compilation of running notes
- Knowledge and understanding of group dynamics
- Reality check: challenging situations and trouble-shooting

### **Methods:**

- Role plays
- Group exercises
- Theory input
- Feedback and plenary discussions
- Communication in training processes
- Designing facilitator's guides and running notes
- Execution of own training section with video feedback

## ***Certification and Target Group***

### **Who will benefit from this workshop:**

- ✓ Anyone involved in internal or external knowledge transfer
- ✓ Anyone wishing to move into the field of continuing education
- ✓ Managers or consultants wishing to expand their training methods and skills
- ✓ Anyone interested in the training profession

### **Certificate:**

At the end of the workshop participants will receive a detailed confirmation of attendance and a performance-related certificate.

- 80% attendance
- Presentation of an independently compiled training sequence

