

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:

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40217 Düsseldorf

Administration:
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40217 Düsseldorf
Germany



Training Center Berlin:

berlinerID
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Continued education:

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

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

