UNIVERSITÄT SIEGEN

Co-funded by the Erasmus+ Programme of the European Union

Erasmus+ SkoPS

Course Outline and Description

Project Title	Empowering the European Workforce Development through Online/Virtual Skills Training for Digital Transformation towards Mitigating the Impact of Pandemic Situations (SkoPS)		
Project Acronym	SkoPS	**Project Number**	2020-1-DE01-KA226-HE-005772
Date	2022	**Deliverable No.**	
Contact Person		**Organisation**	EILD
Phone		**E-Mail**	
Version		**Confidentiality level**	Public

UNIVERSITÄT SIEGEN **Petanux** From Knowledge to Market **Universitat d'Alacant** European Institute for Local Development

Version History

Version No.	Date	Change	Editor(s)

Contributors

Name	Organization

Disclaimer

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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1   Introduction

It's more crucial than ever to be competitive and relevant in the 4.0 industry. However, in order to be relevant, training and development must be included to the list of factors that contribute to the success. Reaching a well-trained and motivated European workforce is where the train-the-trainer concept comes into play. Having a training program is a great method to ensure that staff learn to gain the information and skills they need to do their jobs properly quickly. But how do you know you'll be able to properly teach staff on a large scale? By using the train-the-trainer concept to make experts capable of educating them.

1.1   Abstract

This framework for a trainers-oriented program is intended to assist non-training or training professionals, or part-time trainers in creating and delivering a presentation that is more engaging than a typical "I speak, you listen" training model. Every presenter has a higher likelihood of their material being remembered and so acted upon if they include more interesting learning exercises.

1.2   Purpose of the document

The purpose of this document is to have an outline for the Training the Trainers course. In this file, the general structure of the Training the Trainers course is described and determined. This file includes description, materials, activities, objective, contents, prerequisites, references, assessment methods of the Training the Trainers course.

1.3   Relation to other deliverables

The Training the Trainers course is in relation to the Training the Trainees course.

2   Template

Course Plan Template	
Course ID and Title:	Training the Trainees

Course Duration:	6 Weeks	**Course ECTS:**	
Leading Organization:	EILD		
Course Media:	Text File		
Laboratory (Yes/No)	No		

Course Description:

In pandemic conditions involving extensive use of online and virtual education systems, it is usually necessary to keep all participants and trainees engaged during the online training phase in order to achieve maximum performance for the training outcomes. This includes not only technical concerns and training module topic subjects, but also psychological, pedagogical, and didactic factors. In this regard, it is important to equip trainees with recommendations so that they are well-informed about tactics and strategies for making the most of online and digital education systems. The primary purpose of this course is to examine and assess the benefits and drawbacks of online and virtual education systems, as well as to give trainees with recommendations and instructions on how to effectively and realistically profit from such systems. The final product of this course should be a guidebook that each participant may use to improve their online training experience after completing this module. They will also receive basic training on how to create their assignments, presentations, and seminars for online learning platforms.

Course Materials and Equipment (Prerequisite)

NA

Teaching and Learning Activities:

1-1- Materials for reading (Slides)
2-2- Quizzes: After each chapter, a few questions (objective questions or short answer questions) based on the content of the materials are aimed to ensure student knowledge.

Course activities:

The following are some of the activities included in this course:
1) Reading the materials: students are needed to read the materials (slides) for each chapter in order to gain a grasp of the topic of the chapter.
2) Quizzes: Students should participate in quizzes and evaluate their comprehension.

Course Objectives:

Throughout the course, the participant will work toward achieving the following goals:
- Ensure optimal performance for the training goals
- How to address technical issues
- How to address psychological factors
- Investigate the advantages and disadvantages of online and virtual education systems and how to benefit from such systems
- Enhance the online training experience
- Develop online learning platform assignments, presentations, and seminars

Course Summary:

This Training the Trainees course is designed to prepare participants and trainees for optimal performance in pandemic settings, including extensive use of online and virtual education systems, as it is frequently required to keep all participants and trainees interested during the online training phase. This encompasses not only technical issues and training module topic themes, but also psychological, pedagogical, and didactic considerations. After finishing this module, the ultimate outcome of this course should be a handbook that each participant may use to improve their online training experience. They will also be given basic instruction on how to design assignments, presentations, and seminars for online learning platforms.

Table of Contents:

Laboratory Description and Equipment:

NA

Course References:

Peter C. Brown, Henry L. Roediger III, and Mark A. McDaniel, Make It Stick: The Science of Successful Learning. Cambridge, MA.: The Belknap Press of Harvard University Press, 2014.
David A. Lieberman, Human Learning and Memory. Cambridge: Cambridge University Press, 2011.
Yuhanna, I. ., Alexander, A. ., & Kachik, A. . (2020). Advantages and disadvantages of Online Learning. Journal Educational Verkenning, 1(2), 13-19. https://doi.org/10.48173/jev.v1i2.54

Evaluation and Assessment Methods:

Quizzes at the end of each module are one type of assessment (objective questions and short answer questions). To pass the course, students must complete correctly 80 percent of the quizzes.

The tasks lead to the production of the intellectual output and the applied methodology.

There are four main steps, leading to the production of the intellectual output and the applied methodology:

1-Tasks
The Training the Trainees course tasks are listed below:
1- Studying all the course references by EILD.
2- Extracting information from the References based on the arranged content of the course.
3- Organizing and preparing slides, reading materials, and quizzes.

2-Review and Feedback
All other partners will be asked to review the course materials and give feedback. This leads to enhancing the functionality of the course, improving its outcomes.

3-Fine-tunning
EILD should take the feedback into account and ameliorate the course materials.

4-Publishing
After the approval of the course by all partners, it will be published and is available for everyone online.