



TRAIN THE TRAINER

Objective

Our Train the Trainer seminar gives the participants the ability to plan, carry out, and evaluate training units for adult education. You practice how to design and control learning and working processes in group settings, what presentation techniques and methods should be used, and how you can intervene in learning groups at the right time and in the right way. At the same time, you will reflect on your own understanding of learning and training.

Target Group

The Train the Trainer seminar is open to anyone who would like to work in the field of adult education in the future, either within or outside the company. We highly recommend that you hold your own courses at the same time as the seminar at the latest. If you are unsure about whether the seminar is right for you, you are welcome to schedule an appointment to discuss the topic with us personally.

Procedure

All three modules consist of days where your presence is required at our location in Zurich as well as self-study periods. Module 1 (teaching and learning) and Module 3 (moderation techniques) can be booked individually or as a block.

TTT 1: Four on-site days + self-study period

TTT 2: Six on-site days in two parts (one and five days) + self-study period

TTT 3: Four on-site days + self-study period

We have a maximum class size of 14 participants. Courses are generally carried out by two instructors, which enables individual assistance and increases the quality of the training course.

Content

1. Learning

- Basics of adult-specific learning and teaching
- Basics of educational psychology
- Learning paradigms, learning biographies
- Reflection on personal learning processes

2. Teaching

- Methodology/didactics
- Effective planning and structuring of instructional units
- Presentation techniques
- Use of instructional aids
- Moderating structure/moderating exercises
- Formulating learning objectives
- Simple goal verification and evaluation methods
- Giving and receiving feedback
- Reflection on personal understanding of learning

3. Leading Learning Groups

- Interviewing
- Communication and group dynamics
- Difficult situations in everyday teaching life
- The role of facilitator

4. Learning Forms

- Controlling your own learning
- Action- and experience-oriented learning
- Theoretical input
- Personal learning advice for planning the practice lesson (TTT 2)

Certification

Participants will receive a certificate for TTT 1 if they actively participate in the course group and are present for at least 80% of the lessons. To get the TTT 2 certificate, participants have to also plan and carry out a practice lesson.

TTT 1 corresponds to the teaching and learning module under the EASA basic requirements for trainers in aviation (EASA PART-FCL/AMC1 FCL.930 FI/TRI).

If they successfully complete all three modules of the training (TTT 1 to TTT 3), the participants receive a Train the Trainer certificate. This certifies that the holder has completed internationally recognized training to become a trainer, as required for crew resource management (CRM) instructors (EASA Part-OR), for example.

For the Course Instructor Certificate (Level 1 of the AdA Model) of the Swiss Federation for Adult Learning (SVEB), additional requirements are evidence of at least two years of regular training practice and at least 150 hours of practice in leading courses.

CONTACT

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