



Erasmus+



WIFI Academy for Facility Management
CO-FUNDED BY THE EUROPEAN UNION

Preliminary Agenda
TRAIN THE TRAINER
Workshop

25.1.2016 – 29.12.2016

Trainer modules Platform-training:

Bernhard Heuberger

Didactic trainer:

Ruth Langer, MA

Sofia 1421
Tsarnook 8
Lozenetz



2-day training course - FM Modules

Day 1 – Welcoming & contents of Module 2-4

- **Welcoming** **08:00 – 8:40 h**
- **Module 1-4** **08:40 – 17:00 h**
 - Content of the module
 - Explanation of the priorities
 - Processing of the exercises

08:40 - 09:40 h	Module 1
10:20 - 10:30 h	Coffee break
10:30 – 12:00 h	Module 2
12:00 – 12:45 h	Lunch break
12:45 – 14:45 h	Module 3
14:45 – 14:55 h	Coffee break
14:55 – 17:00 h	Module 4

Day 2 – Contents of Module 5-8

- **Module 5 – 8** **08:00 – 17:00 h**
 - Content of the module
 - Explanation of the priorities
 - Processing of the exercises

08:00 – 09:30 h	Module 4
09:30 – 09:40 h	Coffee break
09:40 – 11:15 h	Module 5
11:15 – 12:00 h	Module 6
12:00 – 12:45 h	Lunch break
12:45 – 13:30 h	Module 6
13:30 – 13:40 h	Coffee break
13:40 – 15:25 h	Module 7
15:25 – 15:35 h	Coffee break
15:25 – 17:00 h	Module 8

2-day didactic training

Targets:

Participants are able to....

- ... use the keys for professional knowledge transfer
- ... use the different forms of social learning
- ... accompany a face to face course independently
- ... accompany an asynchronous virtual phase during an online course

Day 3 – didactic training & welcoming

8:00 -17:00 h; Lunch break 12:00-12:45 h

Teaching and learning

- o Keys for professional knowledge transfer
- o The glorious 4 – the secret to success
- o (Recognise) the importance of visualization
- o Importance of orientation during the learning process
- o Find and represent the core information

Rhythm of teaching

- o The red thread
- o Ideas for designing learning phases

Day 4 - didactic training

8:00 -17:00 h; Lunch break 12:00-12:45 h

Inclusion of people into the learning process

- o Possibility of social learning
- o Understanding the benefits of social learning

Support of asynchronous virtual (online) phases

- o Netiquette
- o Role of a trainer

1-day platform-training

Day 5 – Platform training

8:00 -16:30 h;

Lunch break 12:00-12:45 h

E-learning platform appearance

- Login
- Courses
- Blocks
- Educational contents

Profile editing

Different kinds of blocks

- Messages
- Settings
- Logged in user
- Online users
- Calendar
- Up-coming events
- Recent activities

Educational content

- Editing – turn editing on
- Editing different resources
- Switch to role
- Creating educational content

Communicational resources

- Forum
- Virtual classroom
- Chat

Reports

- Logs
- Activity report
- Course participation