

# WINTTT

## Train the Trainer

### COURSE OUTLINE

Course Version: 02

Course Duration:



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# Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Training Manager
- Trainer





## Lesson 1: Foreword

### Lesson Objectives

After completing this lesson, you will be able to:

- Foreword



## **Lesson 1: Ideal Training Planning and Preparation: General Principles**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Learn about the most important aspects of course planning and course preparation

## **Lesson 2: Ideal Training Planning and Preparation: Virtual**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the main factors involved in the preparation of training in the virtual training environment

## **Lesson 3: Ideal Training Planning and Preparation: Classroom**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- The most important notes on how to prepare for a classroom training course

## **Lesson 4: Ideal Training Planning and Preparation: Hybrid**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the most important special features of preparation in the hybrid training environment



## **Lesson 1: Successful Training Start: General Principles**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the most important general notes on how to start a course successfully

## **Lesson 2: Successful Training Start: Virtual**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the most important notes on how to discuss a course in the virtual environment

## **Lesson 3: Successful Training Start: Classroom**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Outline the most important hints on how to start training in the classroom

## **Lesson 4: Successful Training Start: Hybrid**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the most important special features of a successful training start in the hybrid environment



## Lesson 1: Professional Rhetoric and Presentation: General Principles

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the most important general notes and checklists about the professional use of body language, rhetoric, and presentation in training courses

## Lesson 2: Professional Rhetoric and Presentation: Virtual

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the most important hints on how to rhetorically manage a course in the virtual environment, use body language despite limitations, and present it well

## Lesson 3: Professional Rhetoric and Presentation: Classroom

### Lesson Objectives

After completing this lesson, you will be able to:

- Implement the most important notes on how to conduct training in the classroom with regard to the use of rhetoric

## Lesson 4: Professional Rhetoric and Presentation: Hybrid

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the most important methods and options in the hybrid environment





## Lesson 1: Effective Media Use and Visualization: General Principles

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain which media and visualizations are used successfully in the training course

## Lesson 2: Effective Media Use and Visualization: Virtual

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the most important notes on which media and visualizations are ideally used in a virtual course

## Lesson 3: Effective Media Use and Visualization: Classroom

### Lesson Objectives

After completing this lesson, you will be able to:

- Use the most important hints on effectively using classroom media and designing visualizations to support learning

## Lesson 4: Effective Media Use and Visualization: Hybrid

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the most important special features that must be taken into account in the hybrid training environment with regard to media use and visualizations



## Lesson 1: Helpful Activation Methods for Participants: General Principles

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain, in general, the use of activating methods and their use to activate participants in training

## Lesson 2: Helpful Activation Methods for Participants: Virtual

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the options for activating learners, especially in the virtual environment

## Lesson 3: Helpful Activation Methods for Participants: Classroom

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the opportunities of activating learners in classroom training

## Lesson 4: Helpful Activation Methods for Participants: Hybrid

### Lesson Objectives

After completing this lesson, you will be able to:

- Name the main features of a hybrid training environment with regard to the activation of participants



## **Lesson 1: Constructive and Positive Handling of Critical Situations: General Principles**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the most important general information on how to handle critical situations constructively and positively in a training course

## **Lesson 2: Constructive and Positive Handling of Critical Situations: Virtual**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the most important advantages of the virtual training environment so that critical situations do not arise or are controlled positively

## **Lesson 3: Constructive and Positive Handling of Critical Situations: Classroom**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Apply the most important hints on how to prevent, recognize, and positively control difficult situations in a classroom training course

## **Lesson 4: Constructive and Positive Handling of Critical Situations: Hybrid**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Outline the main challenges of critical situations to be considered in the hybrid environment