

SEMINAR CONCEPT: DIRECTORY AND PARTICIPANT DOCUMENTS - TRAIN THE TRAINER III

Duration: 3 days

No .: 2003

Type of implementation: classroom training

Price: 1.200,00 € net / 1,428.00 € incl. 19% VAT.

Target group: trainers, seminar leaders and multipliers.

Training method: lecture, discussion, group work.

Requirements: TTT II (2002) or like this kind of training

After this seminar you will know different ways of designing your seminars. You learn to structure and create directorial plans in a meaningful way. You will learn the principles of text design, layout and text analysis, which will help you prepare your seminar documents according to the needs of your participants.

PROGRAM

Control of content and topics:

Participants oriented? - Process-oriented? - goal-oriented? - experience-oriented? - Balance model to clarify the contents and procedures.

From planning to the finished concept:

Including Seminar Phases in the Director's Plan - Creating a Dramaturgic Concept - How do I make sequences from theory-practice? - Which sequence do I use when?

Creating Trainer Guides:

Director's chart - Keyword list - Different execution options.

Text layout:

Basics - The Four Understanding Makers - Objectives of Documents - Outline - The Target Group - Concentration on the Essentials - Lively, positive, personal and pictorial writing.

The layout of participant documents:

The right measure - images and graphics - tables and diagrams - corporate identity.

To judge texts:

Analysis - Individual Assessment Criteria - Various Text Examples.

Note:

Participants who have attended all four Train the Trainer seminars may request a separate certificate.

Events can be found around the world. Please have a look at our appointment planner