CHU177 – Learning Week – Qualification program for ABB training personnel

Course goal

During the Learning Week you will acquire all competencies needed to deliver one or multi-day trainings. In the first part, you learn about the key functionalities of the human brain and how learning processes take place. You learn in the second part how to use and apply methods and didactics for the creation of lectures. Therefore, you will gain the ability to improve the quality of your lessons/courses as well as make your work in teaching, training and instruction more successful. Further, you will reflect, extend and optimize your experiences and knowledge as a trainer in the third part. Participants learn how to ensure the quality of their courses and how they can package their activities in teaching, training, and instruction in an attractive way.

Main learning objectives

Participants
- understand how the brain learns and how information is processed
- can apply neuroscientific insights to their own design of training courses and in their teaching behavior
- apply a common way of designing and developing courses (analysis -, design - and development phase)
- reflect on possibilities for the optimization of didactical elements of lessons
- define the arrangement of lesson/courses
- can deliver efficient training presentations
- know how to arrange effective interaction with and between participants
- know and apply different training tools.

Participant profile

Teaching, training and instruction personnel from ABB and ABB-connected companies offering training courses of short or long duration

Prerequisites

Initial experience in the execution of courses as teacher, trainer, or instructor

Topics

Part I: Basics of learning
- How our brain works
- How our brain learns
- Information processing with the four brain functions
  The brain learns better when,…– a guide to teaching practice

Part II: Design and development of training courses
- Methodical planning of mainly theory- and practice-oriented courses and their sequences
- The didactical elements (objective, method, content)
- Bloom's Taxonomy
- Student activities
- Various educational and learning methods
- Organization and structure of single lesson or courses

Part III: Communication and using tools as trainer
- Presentation skills and tools as trainer
- Standards for using PowerPoint and animations in training situations
- How to interact with trainees and to involve them
- Challenging trainees to increase the learning success

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— How to deal with difficult situations or participants

Course type

This is a face-to-face class room training with min. 8 and max. 12 participants.

Learning methods and tools

Short lectures, reflection, exchange of experience, discussions and group work, transfer exercises.

Laptop or tablet is required to have access to the e-documentation. Please bring your own device.

Duration

5 days in total

— 1.5 days (Mon – Tue):
  Basics of learning

— 1.5 days (Tue – Wed):
  Design and development of training courses

— 2 days (Thu – Fri):
  Communication and using tools as trainer