

Introduction to the “Fit for European E-Training” (FEET) training course

FEET: Fit for European E-Training is an Erasmus + project No.2015-1-DE02-KA104-002248
Learning Mobility of Individuals/Adult Education

The aim of this course is the acquisition of new knowledge and skills for becoming effective online trainers (e-trainers) by the training professionals collaborating with E@W. They will study and practice the fundamentals and learn how online training is designed, implemented and evaluated. They will be trained to become e-trainers so they can provide online and blended learning to their learners in Germany and worldwide.

The training course is developed based on the contract between the FEET project coordinator **English at Work GmbH, DE:** E@W www.englishatwork.com and **Global Knowledge Development Ltd, UK:** GKD - www.gkd-online.com

The course content is designed in 6 units. The units cover the topics as requested by the FEET project coordinator:

1. Virtual Learning and Training Environments (VLEs):

What is a virtual classroom? On-line vs. face-to-face training: Similarities and differences. The benefits of on-line training: When is it most purposeful? The methodology of on-line training.

2. Organizing on-line training:

Establishing goals. Preparation, execution and follow-up of webinars and on-line training. Designing customized learning maps and customized paths.

3. Creating content for online seminars:

Developing a storyboard. Optimal use of technology. Using visualization tools and multimedia. Different technologies for designing content.

4. Facilitation:

Checking in with the participants. Specificities of online communication. Being an effective online facilitator. Dealing with challenging participants. Encouraging virtual teamwork and motivating participants by using social networks for online group training.

5. Improving the learning process and outcomes:

Taking into account the special needs of participants. Implementing learning scenarios. Overcoming challenges. Tracking learning progress.

6. Blended Learning:

Methodology. Selecting, developing and mixing content. Incorporating social media. Collaborative and informal learning. Synchronous and asynchronous communication and training.

The course content includes training materials developed by the GKD staff members (some of which have more than 25 years experience as university lecturers in ICT and multimedia, graphic and User Experience designers and software developers including VLEs) and a compilation of carefully selected online materials on the topics authored by experienced professionals in education and organizational learning. All online sources referred to in the text are included into the References section in each unit. A number of additional

online resources are listed in the Additional Resources section at the end of each unit.

The training is self-paced and practical. Digital media, interactivity, various learning scenarios, cases and role plays will ensure active involvement of the participants. In close collaboration with the course instructor and their peers, they will develop sample online training materials and experiences which will enable them to transfer the new skills to their teaching practice.

The training program includes all six units and runs for a total of twelve training days. The 12 day course will be conducted between 8 AM and 5 PM and include 8 hours of training per day. Each unit includes a theoretical and practical part covered in 2 days.

Theoretical part

Table 1: Morning training session (starts from 8AM to 12AM = 4 hours; a 15 min coffee break included)

Activity	Media	Who	Timeframe	Note
Introduction to the unit	Digital slides	Instructor	30 minutes	On screen presentation
Questions & Answers (Q&A)		Instructor + all participants	30 minutes	Live discussions
Self-study of the training materials	PDFs/e-books; online hyperlinks	All participants	120 minutes	Assistance by the instructor
Presentations, Q&A, discussions	Docs in digital formats	All participants + instructor	60 minutes	On screen; Live discussions

Practical part

Table 2: Afternoon training session (starts from 1PM to 5PM = 4 hours; a 15 min coffee break included)

Activity	Media	Who	Timeframe	Note
Presentation of the practical tasks	Digital slides	Instructor	30 minutes	On screen
Q&A, discussions		Instructor + all participants	30 minutes	Live discussions
Self-fulfilment of the tasks	PDFs; online hyperlinks	All participants	120 minutes	Assistance by the instructor
Presentations, Q&A, discussions, closing the session	Docs in digital formats	All participants + instructor	60 minutes	On screen; Live discussions

Training methods:

Theoretical part

blended learning approach (mixed modalities):

- 1) ILT - in-class presentations and introduction to the topics by the instructor
- 2) Self-guided/paced learning - using a number of additional online resources
- 3) If needed (on-demand) live support by the instructor.

Practical part/exercises:

- Blended learning approach + learning-by-doing; self-completion of practical tasks using a number of supporting online materials/resources; on demand on-site support by the instructor

- The participants will be paired with each other and alternately assume the role of learner and trainer. In each practical unit they have to run their counterpart through some basic activities exercised in the unit (e.g. enrolment and a simple lesson to familiarize themselves with the technology, etc). After providing them with the opportunity to work with different software tools, there will be a self-reflection exercise in which the group participants outline the pros and cons of each of their experiences. Role plays, simulations and exercises will follow throughout the training (individually, in pairs and in the group). There will also be ongoing self-reflection.

Training audience

adult learners; teachers in English as a foreign language (EFL); 2 separate groups of 10 trainees each (in total 20 persons).

Training sessions

2 separate training sessions organised by the project coordinator (home organisation) E@W and conducted by the host partner GKD.

Training environment

conference room; Wi-Fi Internet connection; LCD projector + screen; the trainees bring their own laptop/notebook computers.