

PRBB Intervals Course Proposal 2017

1. Workshop Title

Train-the-Trainer: Becoming a dynamic facilitator

2. Proposed dates

21, 28 and 30 November, 2017 (14.00-18.00 hours)

3. Course Language

English

4. Course Leaders and very brief summary of relevant qualifications and experience

Alicia Marín Muniesa: More than 18 years of international business experience. Consultant, coach and trainer. She focuses on talent development and coaching projects for international managers and organizations relating to Leadership Skills, Communication, Cross Cultural Effectiveness, Self Management and Team Development. She also mentors other trainers to make their sessions more lively and effective. Associate professor at IE-Business School and Ostelea.

Reimund Fickert: Has been director of projects of the PRBB since March, 2003. In this position he is responsible for activities in the areas of science support, communication and business development. He also has extended experience designing and running workshops.

5. General description of the course (relevance and context for the PRBB)

At some point in their career, many scientists have to facilitate groups or take over teaching responsibilities. Being an excellent researcher is no guarantee to effective knowledge transfer in the classroom. Specific skills must be developed in order to make every session dynamic, memorable and successful.

This workshop will support participants to develop the skills, techniques and personal attitudes for succeeding in their training assignment.

Thanks to the unique combination of the two co- leaders (a professional trainer and a communicator from the science world) participants will get hands-on tips and feedback for their real-world teaching/facilitating challenges.

6. Course aim:

To help participants design and deliver appealing and useful classes for their participants.

7. Learning objectives

To:

- Reflect on own teaching/facilitating style.
- Identify best practices for making your classes and workshops more dynamic, memorable and successful.

- Get to know and practice several types of exercises and group dynamics that can be used in various group facilitation scenarios.

8. Training methods

- Interactive training
- Reconciling the necessary amount of theory with individual questionnaires, group exercises, individual presentations and multi-source feedback.
- Creating a space for exchanging best practices among participants and building a learning community.
- Participants will define their *Individual Action Plan* by the end of the programme.

9. Target group in PRBB

All PRBB residents with training responsibilities or teaching assignments.

10. Number of participants (maximum)

15

11. Total course hours

12 hours of direct training with the facilitators.

12. Distribution of course

3 sessions of 4 hours each

13. Course programme

- Why should classes be entertaining at all?
 - Evidence from neuroscience: the role of emotions in the learning process
- Tools for creating a good **structure** for your session:
 - Mind mapping
 - Chronograms / Schedules
- Mobilizing and managing the **group's energy**
 - Icebreakers
 - Managing expectations
 - Creating an Alliance
 - Tone setters
 - Transitions
 - Energy builders
 - Polls
 - Opinion rounds
 - Closing techniques
- Maximizing the **use of space** in the classroom
 - Some recommendations for the trainer's use of space
 - Various possibilities to distribute students in the classroom to generate learning in an interactive manner

- Maximizing the **group's potential**
 - Individual Reflection Exercises
 - Working in pairs and triads
 - Group activities
 - Metaplan technique
 - Case studies
 - Projective exercises
 - Role Plays
 - Exercises to allow follow-through
 - Pre-assignments and homework
 - The power of feedback

- **Illustrating** your contents by using
 - Video clips
 - Metaphors and stories

- **Managing disagreement** in the class
 - Typology of dissenters and how to deal with them

- Your **Action Plan**:
 - What needs to be done before your next session?

14. Pre-course preparation

All participants must have in mind a training intervention (workshop, course, class) on any topic, and send a draft outline in advance.

15. Material participants need to bring (Day 2 and 3 of workshop)

They will need to bring the contents and materials of their choice to be used in a 5- minute “mock class” dynamic.

16. Relevant background reading/ audiovisual/websites or other materials

Will be referred to or handed out during the workshop.