

# How to set up a training course for in-company apprenticeship trainers?

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ENTWICKELN. GESTALTEN.

*Neue Wege gehen.*

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# Agenda

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- Introduction
- The dual educational system in Austria in detail
- Advantages of dual educational training
- Trainer vs. teacher
- What are the reasons for becoming a trainer?
- Trainer competencies
- Train the trainer training in Austria
- Challenges
- What to think about before getting started

# This is me...



Michaela La Marca, MA

- » implementation of apprenticeship training in a hotel in Vienna – discovered passion for the subject of apprentices

What I particularly value in the training of young people :

- » learning from each other
- » being part of the development of young people
- » share my knowledge, reflect and improve myself

# The dual educational system in Austria in detail

- usually start after compulsory school
- focus on work-based training
- based on the curriculum or the individual training plan
- 80% of the training takes place in operation – learning by doing
- theoretical background knowledge is taught in vocational school
- final examination after apprenticeship → presentation of the acquired practical knowledge

# Advantages of dual educational training



- » Learning by doing under real working conditions
  - » targeted acquisition of competences required for the respective profession
- » immediate transfer of the learned into practice
  - » learning from each other
- » targeted employee management
- » reduction of the training costs by taking over apprentices

# Trainer vs. teacher

- focus is on work-based learning (learning is based on operational orders)
- trainer is a specialist (no teacher) and stands in the work process itself
- provides the competences required for the profession
- trainer is a mentor
- ensures a balanced distance ratio

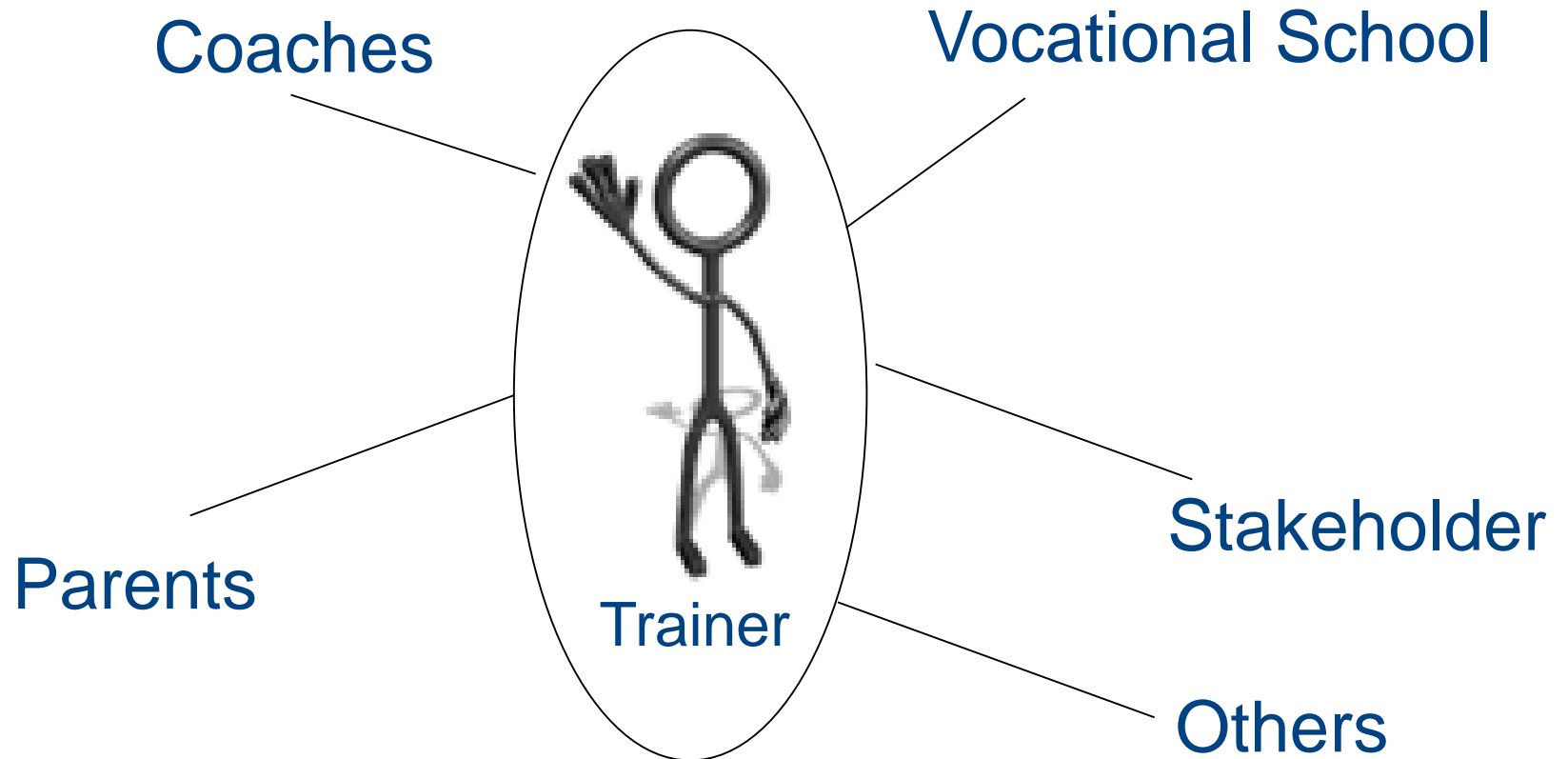


# What are the reasons for becoming a trainer?

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- personal gain sharing knowledge
- further education
- learning from each other – one generation to the other
- gain status and recognition within the company
- depending on the company policy: benefits

# Whom is the trainer dealing with





# Trainer competencies

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## Professional competences:

- is an expert in his job with many years of experience
- has deep expertise

## Personal competences:

- acts as a role model
- enjoys train young people
- identifies himself with his job
- is learnable and willing to learn
- is reliable
- cooperates with everyone involved in the training process

# Trainer competencies

## Social competences:

- believes in apprentices
- treats all apprentices alike
- shows himself tolerant and is respectful in dealing with others
- motivates the apprentice and provides him with help if needed
- shows empathy
- has very good communication skills
- gives feedback in a constructive way
- sets limits



# Trainer competencies

## Educational competencies:



- encourages the apprentices
- imparts knowledge in a structured manner
- addresses the apprentices according to their learning type
- allows the apprentices freedom to make their own learning experience (make mistakes to learn from)
- promotes self-responsibility and delegates responsibility
- is open to the apprentices' solutions
- can provide constructive feedback on the results obtained
- imparts the joy about learning something new

# Ausbildung der Ausbilder

Format Form	Presence	Blended Learning	Virtual
Presence	40 hrs	16 hrs	
Self-study		24 hrs	24 hrs
Online- coaching			16 hrs

# Train the Trainer Training

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## Contents:

- Legal contents and occupational safety
- Basics: eg reflecting the role as trainer, communication skills, recruiting and introduction
- Education and didactics: transferring knowledge in an appropriate way, learning types, evaluation and feedback

To get a diploma taking part in an expert talk is necessary.

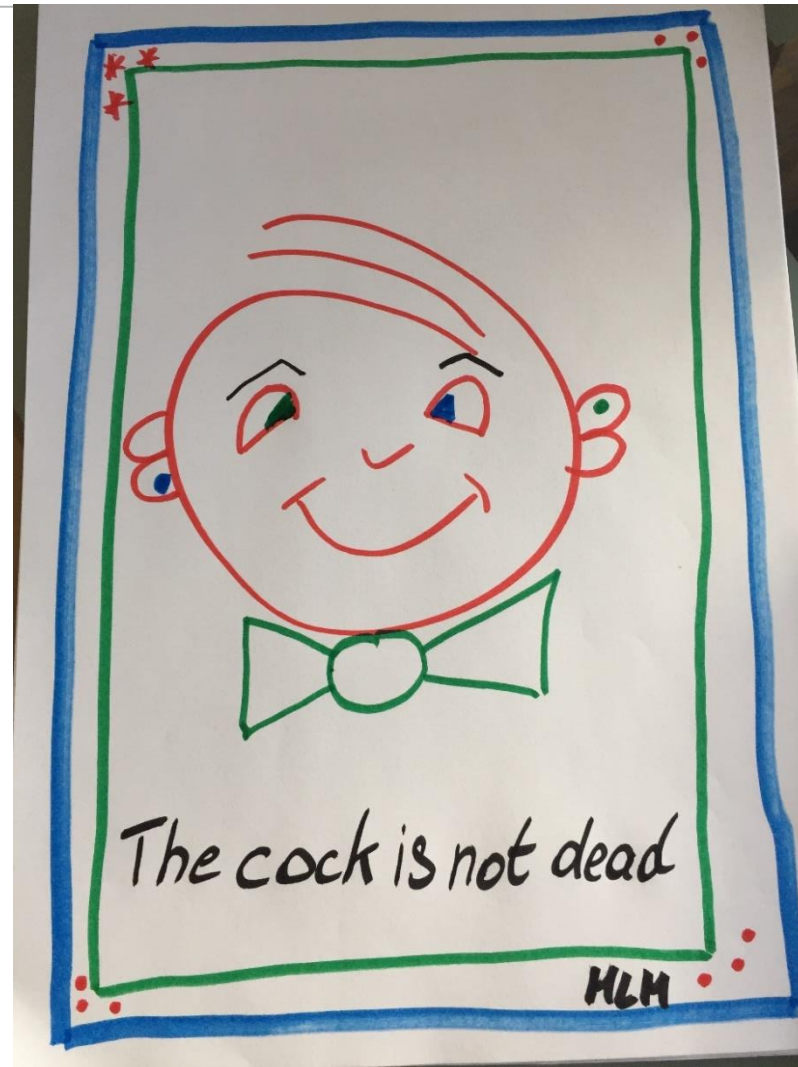
# Train the trainer training

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## Educational approaches:

- self reflection
- learning from experience
- story Telling
- group discussions
- self-processing of contents
- direct transfer from theory to praxis
- trainer as coach

# Train the trainer – example



# Example für expert talk

## Version 1

Legal part	Education & basics
Participants work out a quiz in small groups	Participants develop solutions for case studies in small groups

## Version 2

Participants develop solutions for complex case studies containing legal and educational aspects in small groups.



# Challenges

We are often confronted with the following challenges:



- corporate roles vary
- different prior knowledge, e.g. dealing with learning platforms
- different industries → create a common basis and understanding
- individual learning history of the participants → "I was trained like this – that can't be wrong"
- conflict of interest when trainer acts as tester

# What to think about before getting started

## Checklist train the trainer training

- Mandatory minimum qualification of the trainer
- Compulsory / voluntary component (s) of training
- Timing: before starting dual education in the companies or accompanying (time frame)
- Scope: Trade-off between necessary training time and operational investment calculus
- Content: law, security, basics, education,...
- Learning locations and format of the training
- Voluntary / compulsory further education (ERFA, advanced materials such as pedagogy, new learning forms, etc.) and its timing