

Detailed programme “Train-the-Trainer Workshop. Tandem Training of WBL Tutors”

<i>Time frame</i>	<i>Topics</i>	<i>Moderator</i> <i>Methods, materials, notes</i>
Day 1, October 2, Monday		
14.00 – 14.15	Introduction. Welcome. Practical information, Q&A. Agenda.	Inta, Vita, Diāna Explain about Day 4 and Reflection sessions each day
14.15 – 15.30 T1. Introduction	Getting to know each other: participants and trainers Aims of the workshop. Why WBL Tutor Training. Why Tandem Training. Activity “Paper Plane” Basics, Vocabulary Share your own experience of apprenticeships, internships	Diāna (3 questions, color post-its), Vita – Aims, Why training - brainstorm Šarūna “Why tandem training” Vita – 2 slides “Why Tandem Train.” + vocabulary Explain about Hand-Outs, where share? Vita
15.30 - 16.00 T2. VET, WBL	What is WBL, what we mean by “WBL” in this workshop National contexts of WBL and apprenticeships (?) WBL systems in LV, EE, LT Info and Resources, Legal Framework Partnerships “VET+Enterprise”, WBL specific features Benefits of WBL	Vita, slide EU definition+our workshop Diāna, national contexts? Vita – short brainstorming and presenting, (system- framework-resources), 1 slide Vita: WBL in LV – specific features (1 slide) Vita – Benefits brainstorming in groups Diāna – benefits, 2-3 slides
<i>16.00 – 16.15</i>	<i>Coffee break</i>	
16.15 – 17.30 WBL quality, Criteria for Enterprise	Requirements for the Enterprise. SWOT of enterprise readiness. Matchmaking (Meet to set up cooperation). Roles of VET and Workplace tutor WBL quality – key elements	Diāna, slides Vita – Slide, situation 1, SWOT, Simulation – Dialogue: VET-ENT Set up Cooperation” Diāna, roles of VET and workplace tutor, 5 main tasks Vita, brainstorm + 1 slide
17.30-18.00	Reflections on topics and methods- feedbacks What and how could we use in our trainings Giving home task	Vita, Diāna – explain the idea, advise to make notes



Day 2, October 3, Tuesday

9.00 – 10.30	<p>VET and WBL Curriculum Qualification requirements and curriculum</p> <p>Competence based approach, learning outcomes Planning WBL content, planning assessment</p> <p>WBL documentation</p>	<p>Vita: Where is curric from? Brainstorming Occ.stand vs, Curriculum (programme) 1 slide (Kn, Sk, Com – 1 language) Diāna – Occupational standard</p> <p>Diāna – Competences, learning outcomes Diāna – planning WBL, planning assessment</p> <p>In LV – Vita 1 slide, Diāna Share experience and examples from EE, LT</p>
<i>10.30 – 10.45</i>	<i>Coffee break</i>	
10.45 – 13.00	<p>Individual learning plan Individual approach Goals and Motivation, + Case study</p> <p>Planning and organization of WBL, 3 stages and 3 main actors Before-During-After Communication and Cooperation</p> <p>Roles and responsibilities, compare with NL example, compare with ... Competence mapping of WBL tutor (VET & ENT?)</p>	<p>Vita – 2-3 slides (types of competences to be included) Diāna Case study “Florists’ shop”</p> <p>Vita – 2 slides, Q-placements guidelines Table 3x3, Brainstorming Compare with 1) NL; 2) national regulations</p> <p>Diāna – on big sheets 2 bodies, post-its Brainstorm, classify, summarize Diāna - summary</p>
<i>13.00 – 14.00</i>	<i>Lunch</i>	
14.00 – 16.00	<p>Stage 1. Before</p> <p>Working with documentation</p> <p>Preparing for WBL, communication between 3 actors: VET-Ent: issues to be resolved, agreed VET-Trainee: issues to be resolved Individual plan, goals and motivation Ent-Trainee: job interview Olga’s story, Part 1</p>	<p>Diāna, about planning stage? Vita – about LV requirements</p> <p>Vita – brainstorming check list, VET and ENT, QP guidelines Vita: VET-Trainee dialogue Tips for conversation, Simulation Diāna – tips for job interview, Vita – set up simulation</p> <p>Vita – Olga’s story</p>
<i>16.00 – 16.15</i>	<i>Coffee break</i>	
16.15 – 17.30	<p>Stage 2. During, WBL in process</p> <p>Checklists of tasks</p>	Vita



	Management Styles Learning styles Cooperation and communication, involvement – Case study	Diāna Diāna + Vita video (I get what I tolerate)? Vita, Case study (if time permits)
17.30 – 18.00	Review and reflect on topics and methods Home task	
Day 3, October 4		
9.00 – 11.00	Stage 2. Practical training methods Competence of acting independently Simulation/role play “Instructing a trainee...”; Videotape and playback	Diāna + Vita video Diāna Diāna+ Vita filming
<i>11.00 – 11.15</i>	<i>Coffee break</i>	
11.15 – 13.00	Coaching, providing support and guidance through conversation Types of feedback, video Motivation techniques, focus on learning goals, assessment of learning Olga’s story; continuation; possible scenarios Simulation – talk to Olga Communication between 3 actors Problem solving, About millenials	Vita about coaching and questions Diāna about questions Vita, video Vita, 2-3 slides assessment of learning; Diāna 1-2 slides (Nietze?) Vita Simulation Diāna about problem solving and millenials
<i>13.00 -14.00</i>	<i>Lunch</i>	
14.00 – 16.00	Stage 3. After Checklist of tasks Results, outcomes of WBL Assessment and validation tools, documentation Communication, Evaluation of WBL quality Case study – compare evaluation by 2 car mechanics Practical task: prepare feedback form Back to competence mapping; The ideal WBL Tutor Wrap up? Check our initial expectations (or do this next day?)	Vita Diāna, learning outcomes Diāna Vita Vita 1 slide Vita – Case, brainstorm Vita – task: feedback form (e.g., VET for Ent) Diāna, Vita
<i>16.00-16.15</i>	<i>Coffee break</i>	
16.15 – 17.00	Reflecting on topics and methods Additional resources and sites: Qplacements, LDDk/LT project, AC4SME Potential for e-learning and independent work	Check the resources!



Day 4, October		
9.00 – 9.40	WBL Tutors training experience and programs in EE, LV, LT	
9.40 – 11.30	National teams prepare outlines of their national programs for 2-day Tandem training	<i>Incl. coffee break</i>
11.30 -13.00	National Teams present their program outlines Possible schedules	
13.00 – 14.00	<i>Lunch</i>	
14.00 – 15.30	Instructions by researchers for evaluation process	
16.00 – 17.00	Evaluation of the Train-the-Trainer workshop Further steps. Closing	

Co-funded by the
Erasmus+ Programme
of the European Union