

Didactics

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Slides based on Biernacka et al. 2020 <http://doi.org/10.5281/zenodo.4071471>

Homework

- Imagine you want to prepare a training. Please create a mind map on a training topic of your choice from this train-the-trainer workshop
- Be very open and note down all the terms and topics that seem to belong to it
- Cost-free tools that can be used for the mind map:
 - Padlet (format “Canvas”), <https://padlet.com>
 - Mural, <https://app.mural.co>
 - You can use a presentation software as well!



7 steps of concept development



Exercise

What could be criteria for a good training?

- Know your audience
- Good scope (not too large, not too small)
- Appropriate for the target group and their knowledge
- Participant centeredness
- Understandable
- Interactive
- Inspirational
- Engaging
- Good structure
- Clarity, objective, purpose, focus
- Include practical part
- Examples, exercises
- Clear learning outcomes
- Clearly written guidance
- Training materials with useful resources
- Actionable advice
- Feedback



7 steps of seminar conception by Harald Groß

1. Open topic
2. Clarify conditions (3T formula)
3. Order, set priorities, reduce
4. Develop a teaching script
5. Create methods and exercises
6. Create working materials
7. Proof of concept

Source: Harald Groß, internal seminar materials

Katarzyna Biernacka, Dr. Dominika Dolzycka, Kerstin Helbig, Petra Buchholz



1. Open topic

Leading question: What could be all part of this?

- Collect contents
- Without restrictions and evaluations
- Take notes
- Start early



Exercise: Review of homework

- Imagine you want to prepare a training. Please create a mind map on a training topic of your choice from this train-the-trainer workshop
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2. Clarify conditions (3T formula)

What would you like to convey?

(object) Target

Target group

Time

Who are you addressing?

How much time do you have?

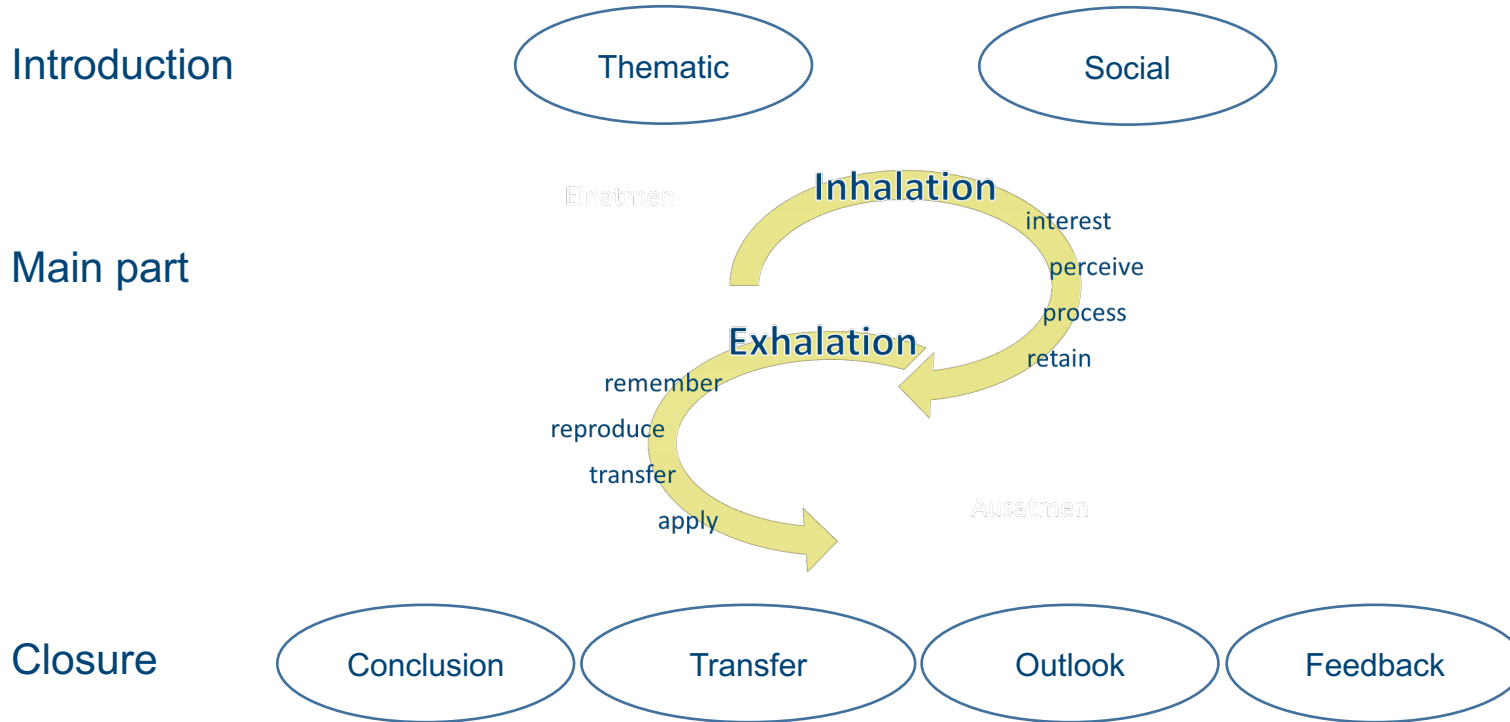


3. Order, set priorities, reduce

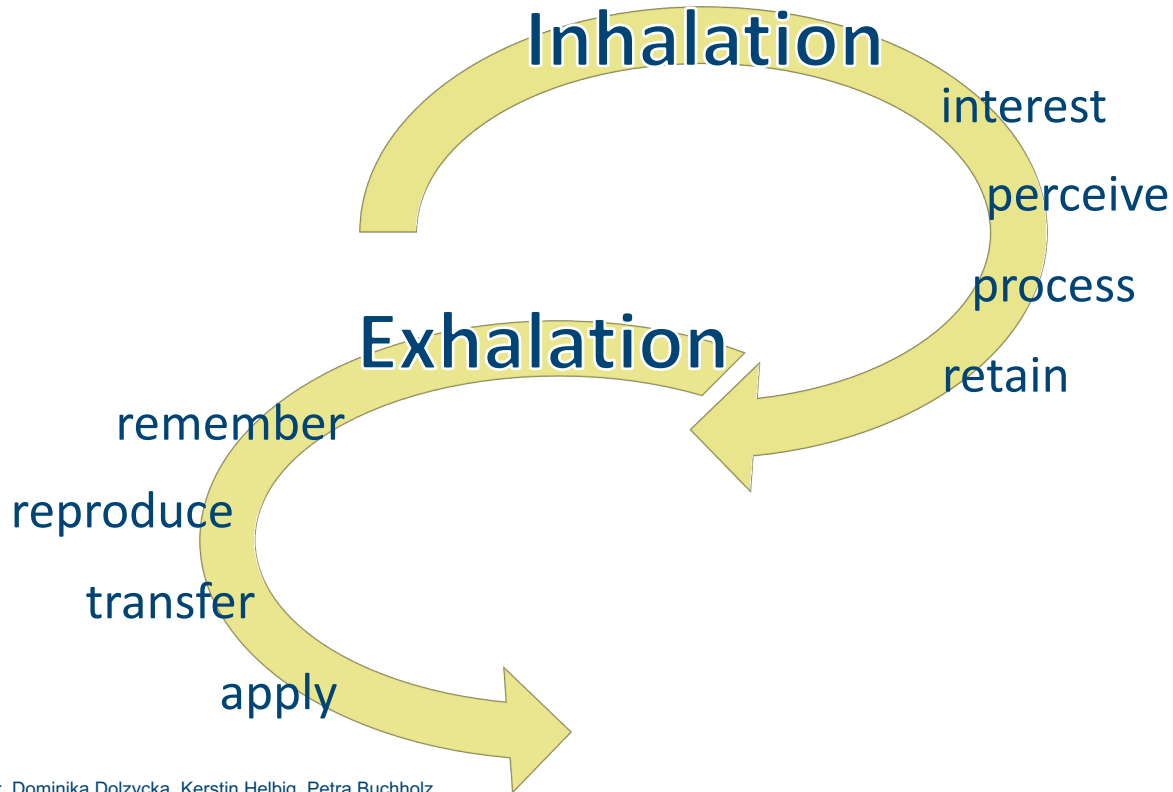
- Get an overview of your contents
- Arrange the contents thematically
- Understand the connections
- Evaluate the material according to relevance
- Select as much content as fits the time frame



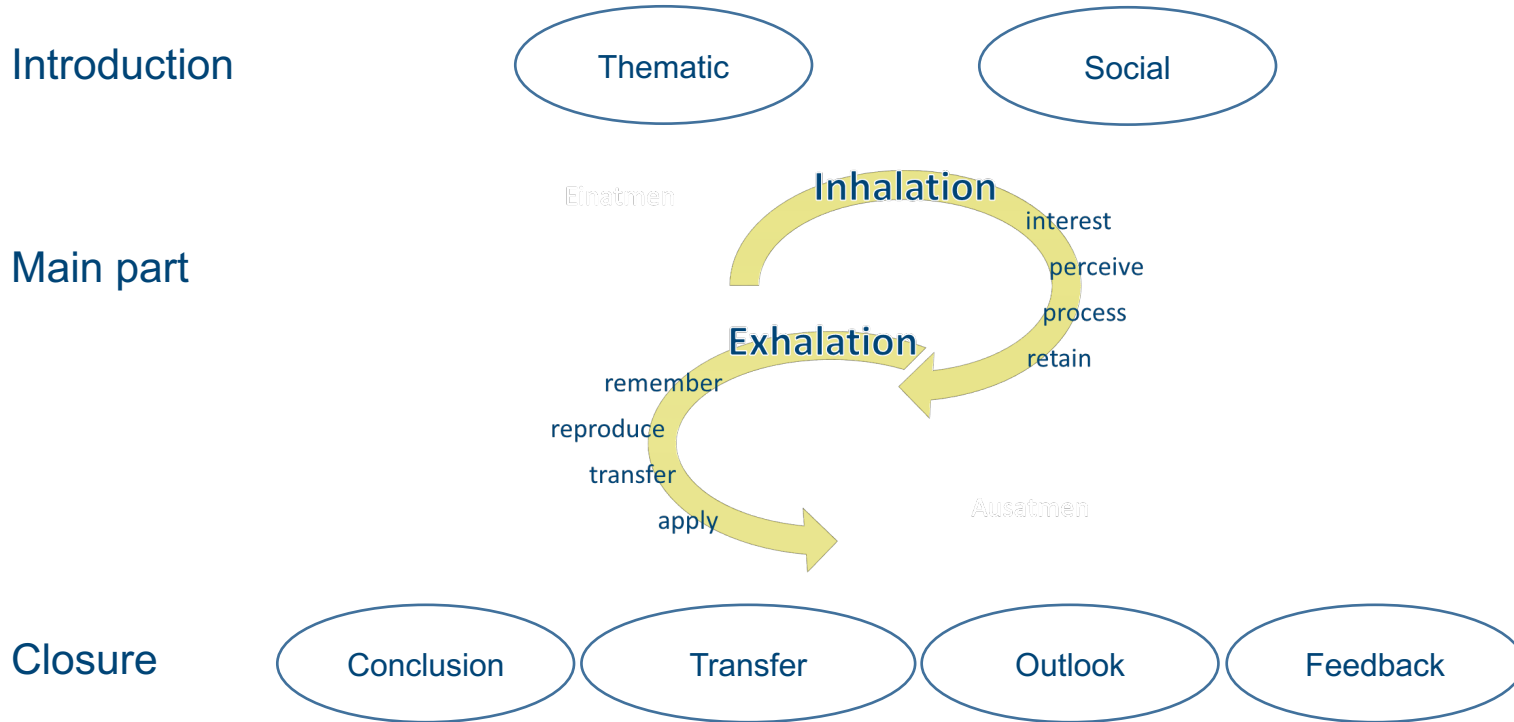
4. Develop a teaching script



Learning process by Klaus Döring



4. Develop a teaching script



4. Develop a teaching script

Teaching script:									
Component	Target	Time	Content	Modes of working	Material	Inhalation/ exhalation	Voices sound	Alternative	Notes

Short and
long versions

Duration of the unit:



5. Create methods and exercises

Criteria for the selection of methods:

- 3T formula
- Topic
- Group size
- Room conditions
- Your preferences and teaching style



5. Create methods and exercises

Combination of

Social and work forms

- *Individual work*
- *Partner work*
- *Trio*
- *Group work*
- *Teaching talk*

Basic forms of learning

- *Analyze*
- *Watch*
- *Remember*
- *Explain*
- *Read*
- *Ask*
- *Order*
- *Solve problem*
- *Write*
- *Practice*
- *Transfer*
- *Assume*



6. Create working materials

- What should the working materials be used for?
- Forms, e.g. PPTX printout, script, worksheets, photo protocol
- At what time are the working materials distributed?

Before

- + Orientation
- + Transparency
promotes networking
of knowledge

During

- + Directs the attention

After

- + Ideally, participants
then look at it and
thereby repeat



7. Proof of concept

Possible guiding questions:

- Does the agenda suit the target group?
- How is the relationship between introduction, main part, and conclusion?
- Is there a thematic and social introduction?
- Is the alternation of inhalation and exhalation correct?
- Is there a conclusion, transfer, outlook, and feedback at the end?
- Are there any lengths? Is the timing right?
- Are the targets really being pursued?
- How would you like the workshop if you would participate yourself?



Optional homework

- Create a teaching script for your training topic.
- Send the finished script to kerstin.helbig@cms.hu-berlin.de



Thank you for your attention!

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