**Mastering the Art of Training**

**Maximizing information retention and its application**

A good trainer includes the trainees in an interactive learning process and connects the dots. In this introductory course participants will develop their training competencies, by learning how to produce effective course content that integrates new information with their trainee’s existing knowledge.

This course offers theory components, skills training, and will equip the trainee with tools for the design and delivery of training that includes customized learning activities.

**Overall learning objective(s):**

By the end of this course participants will have:

* deepened their understanding about their role as a trainer,
* explored aspects of adult learning,
* strengthened skills for applying interactive training tools, and
* reflected about the development of customized training material.

**Content of Training:**

*(The content description follows the requirements set in FSC-PRO-20-004 V 1-2)*

* principles of adult learning and education (i.e. categories of competence: knowledge, skills and attitude; adult learning circle; etc.)
* basics of training and teaching (i.e. facilitation of training sessions, guidance of learning processes, etc.)
* customization of course design
* selection of customized course material
* interactive training methods

**Trainers:**

Ulrike Ramlow (Free-lance Trainer, Mediator and Organizational Consultant),

Stephan Clauss (FSC Training Manager)

**Target Group:**

The course is designed for people who are actively involved in training and want to learn more about the way of delivery. Especially addressed are staff of:

* Certification Bodies (for the FSC scopes),
* Providers of FSC Training Courses,
* FSC IC/GD,
* FSC network partners, or
* (FSC) members and other (FSC) stakeholders.

**Location**: Bonn / Germany: Youth Hostel (Jugendherberge Bonn), Haager Weg 42, 53127 Bonn

**Date**: Tuesday & Wednesday, 5 & 6 November 2019

**Time**: Starting time 09.00 a.m. Ending time 5:30 p.m.

**Costs**: A small fee of € 100 will be charged; lunch during the training will be provided by FSC GD. Participants have to bear the cost of their travel and accommodation.

**Please note:** **The number of participants is limited to 20.**