

STRUCTURE OF A TRAINING COURSE

In the previous part, we dealt with the theoretical basics. Now it's time to get practical! In the following, we present one example of an entire course sequence as we have conducted it several times. The target group of this labour market policy course were long-term unemployed persons, who should increase their job chances by participating in our course.

Our participants were composed of two age groups. One age group was between 18 and 25 years old, the second age group was over 50 years old. Why we chose exactly this age composition will be explained in more detail later in this section.

The course had the goal of qualifying the seminar participants in the languages English and Czech. In the case of English, the goal was to teach business English, while in the case of Czech, the goal was to bring the course participants up to the international level of A1 or A2.

We would like to mention at this point that we achieved an average placement rate of 70 percent in all our courses held with this learning system. 7 out of ten jobseekers found a suitable job after the training. So what were the main factors for their success?

Not all of the people who found a job during or immediately after the course ended up working in the field for which they were primarily trained in our course: An upskilling in one or more foreign languages.

On the other hand, those people were able to develop more self-confidence in their own abilities through our learning system. Acquiring knowledge and also being able to pass this knowledge on to other people simply does something to people. In psychology, we speak here of self-efficacy, the confidence that one can master set tasks under one's own power. And that is a huge boost for motivation! And it is meaningful! Motivation is closely related to whether what I am doing makes sense to me, is meaningful. For those who are not familiar with the concept of self-efficacy, the work of Albert Bandura is highly recommended.

What else you should know is that the course structure presented here, which after all relates to foreign language acquisition, can just as easily be used with completely different course content. Our course system also works when it comes to acquiring, for example, computer skills, accounting skills, and so on. For the success of these courses, it is simply crucial that the course participants have the confidence to teach other people and, subsequently, that they are actually able to do so. Therefore, in the following, please pay special attention to the content that relates precisely to those skills: How can people train to pass on information effectively as well as possible?

Since the course now presented is a labour market policy course with the ultimate goal of ensuring that as many people as possible find a permanent job during or after this course, another focus of this course was job application training.

In our case, this means that one group received language training in the morning, while the other received job application training (in our example below this part is called personality training).

In the afternoon, the focus was then exclusively on language training and the group that received language training in the morning now taught the group that had been in application training in the morning in the afternoon.

Training

Morning

Language course



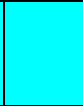





Personality training

Afternoon

team-oriented learning in interactive working groups (Language)

A BRIEF OVERVIEW

Team-oriented learning in interactive working groups using English as an example

	day 1		day 2	
	Gr 1	Gr 2	Gr 1	Gr 2
Morning				
Afternoon				

In the morning, group 1 has language training in English, group 2 a module in personality training. In the afternoon, group 1 teaches group 2 the material learned in the morning with the support and supervision of the trainers. This takes place in different group sizes with different methods.

The next day the groups change. In the morning, group 2 has language training in English, while group 1 has a module in personal development. In the afternoon, group 2 teaches group 1 the material learned in the morning with the support and supervision of the trainers.

Through this method, newly learned knowledge is not only stored in the long-term memory, but also immediately implemented and thus deepened. Reproducing what has been learned in one's own words is equivalent to a positive learning-psychological digestion process. The knowledge becomes easier to recall and is thus available more quickly, which is particularly useful in the use of language.






Since this new method is unfamiliar at the beginning, the participants need special guidance and support from the trainers.

In week 2, the participants are prepared in detail for this learning system through training in communication, passing on information, learning psychology basics and methodology.

In this process, the participants train the following competencies:

<p>•methodical knowledge</p>	<p>•social skills</p>	<p>•personal competencies</p>
<ul style="list-style-type: none"> • Dissemination of information • Preparation of factual content • Presenting and presentation techniques 	<ul style="list-style-type: none"> • the ability to integrate into a team • the ability to contribute to a team • the ability to work together with others towards a common goal • the ability to take responsibility for a sub-process 	<ul style="list-style-type: none"> • Empathy • Leadership competence • Self-competence

The following is a graphical illustration of the course procedure:






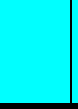


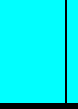









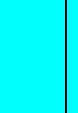

	- personality-forming contents
	- Language training English
	- Team-oriented learning in interactive working groups English
	- Language Training Czech
	- Team-oriented learning in interactive working groups Czech
key	

Course schedule week 1 - 2

Week 1 - 2	MO		TU		WE		TH		FR	
	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2
Morning 08:30 – 11:30										
Afternoon 11:30 – 14:30										


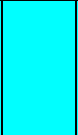
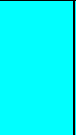


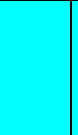
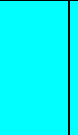

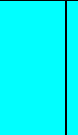


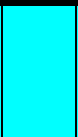
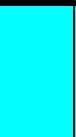


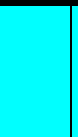
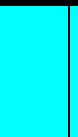

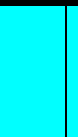

Content	Number of weeks	Participants:Trainer	Organisational Form
<p>personality-oriented</p> <p>Team-oriented qualification phase</p>	2	10:1	<p>Closed course /</p> <p>Small group</p>

Course schedule week 3 - 8

Week 3 - 8	MO		TU		WE		TH		FR	
	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2
Morning 08:30 – 11:30										
Afternoon 11:30 – 14:30										


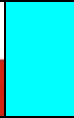
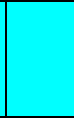



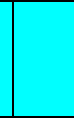


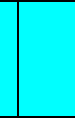









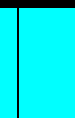
Content	Number of weeks	Participants:Trainer	Organisational Form
English	6	10:1	Closed course / Small group
personality-oriented career orientation	6	10:1	Closed course / Small group
Team-oriented learning in interactive working groups	6	10:1	Closed course / Individual learning groups

Course schedule week 9

Week 9	MO		TU		WE		TH		FR	
	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2
Morning 08:30 – 11:30										
Afternoon 11:30 – 14:30										

Content	Number of weeks	Participants:Trainer	Organisational Form
personality-oriented Search for an internship	1	10:1	Closed course / Small group

Course schedule week 10 - 16

Week 10 - 16	MO		TU		WE		TH		FR	
	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2
Morning 08:30 – 11:30										
Afternoon 11:30 – 14:30										

Content	Number of weeks	Participants:Trainer	Organisational Form
Czech	7	10:1	Closed course / Small group
personality-oriented Self-Marketing	7	10:1	Closed course / Small group
Team-oriented learning in interactive working groups	7	10:1	Closed Course Individual learning groups

Course schedule week 17 - 19

Week 17 - 19	MO	TU	WE	TH	FR
Morning	INTERNSHIP				
Afternoon					

Course schedule week 20

Week 20	MO		TU		WE		TH		FR	
	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2	Gr 1	Gr 2
Morning 08:30 – 11:30										
Afternoon 11:30 – 14:30										

Content	Number of weeks	Participants:Trainer	Organisational Form
Active job search	2	10:1	Closed course

Follow-up support week 21 - 22

Week 21 - 22	MO	TU	WE	TH	FR
Morning	Follow-up support in the form of individual coaching				
Afternoon					

Content	Number of weeks	Participants:Trainer	Organisational Form
Follow-up support	2	1:1	Individual support