



Winterfeldtstr. 97
10777 Berlin
Germany

0049 - (0) 30 - 214 78 174

Office for [ICI](#), [IN](#), [WHO](#), [WSCO](#), [IN-Me](#): office@in-ici.net

International Association of Coaching Institutes ICI: www.Coaching-Institutes.net

ICI Standards & Curriculum for: ICI accredited "Train-the-Trainer Skills, ICI"

The qualification for "Train-the Trainer Skills, ICI" is accredited by the ICI. The member of the ICI institute: BES-Institute, with its "Coach Master Trainer, ICI": Andrea Mills, who developed the curriculum, have the right to seal the certificates of this certification course with an ICI seal. If you have any questions, please contact BES-Institutes, our ICI member directly.

Training Program:

Certification Blended (learning and online/face-to-face)		Hours
Type	Self-Study	10
Self-study	Material and Script along with tasks	5
Practice	Developing a Training Concept and a Presentation	5
Type	Online / FACE-TO-FACE	50
Training	online/face to face training	40
Practice/ Training	Online sessions with learning partners and presentation and discussion of training content	5
Evaluation	Group presentation of the developed Training Unit - Feedback	5
	Content of Hours may vary depending on the Participants needs experience	
TOTAL HOURS		60

Certified training for lecturers and trainers for developing your idea into a concept

In this certificate course, you will learn how to turn your ideas into a practical concept.

The course is focused on creating a concept for courses and trainings from one-day seminars to certificate courses with more than 50 hours.

We will cover questions such as: What are important points in the preparation? How can I analyze the target audience? How do I structure the content in a form that is easy to convey? How can I prepare the content didactically? How do I combine education and the joy of learning in the best possible way?

You will receive a practice-oriented overview of the possibilities of implementing your ideas to the

finished concept.

Content of Course:

- Develop the path from idea to concept with structured teaching units
- Creating concepts according to specifications and free concept development
- Didactic reduction
- Teaching, training, lecturing – what are the differences?
- Teaching methods in adult education and with young participants
- Learning through play - development and use of games
- Create a storyboard
- Determine and incorporate prior knowledge, expectations and requirements of the target groups
- Prepare content in a way that is appropriate for the target group and the learning types
- Use action-oriented teaching and learning methods
- Introduction to the learning topic, design transitions of the teaching units and incorporate practical exercises for consolidation
- Make online trainings interactive
- Communication - Models and Techniques
- Methods and interventions in training including implementation of NLP Formats
- Develop exam tasks

Dates and duration:

- 50 hours of online learning and face-to-face learning
- In addition, at least 10 hours of self-study, working groups, literature study and development of a concept

This training desires to enable you to

- implement up-to-date teaching methods with a focus on effectiveness by intensively supervised exercises. In this way, you can deal with your ideas and your development potential, from an analysis of the development status of the participants to a structured planning and exciting implementation of the learning content.
- The aim of the certificate course is for the participants to be able to convey the developed concept directly into a Training after successful completion of the course.

Target group:

A minimum of 4 and a maximum of 10 people per group is recommended to ensure group learning possibilities.

The ICI certificate for: "Train-the-Trainer Skills" must include:

1. The correct title of qualification: "Train-the Trainer Skills, ICI"
2. Course duration with accurate information regarding training days and hours (at least 60 e-learning and face-to-face/synchronous training)
3. The start and end date of the training.

4. A statement that all ICI guidelines have been met.
5. ICI seal (sticker with ICI logo and stamp number)
6. The signature of the "Coach Master Trainer, ICI"

Qualification Training Content: We recommend listing the full trained principal content and the full number of hours and days of training required for certified coaching qualification on the back of the certificate or on a separately signed document.

The following declaration is optional for an ICI sealed certificate:

"Due to the high quality of this training, it can be recognized as ECTS credit points in academic studies in psychology with a focus on coaching"

For more details, please refer to "ICI Certification Guidelines"

For more information please contact "BES-Institutes, Andrea Mills", by visiting the ICI website: www.coaching-institutes.net