

Module 2

Training objectives



Training objectives

Training objectives are specific component objectives or end objectives that the training providers intend to achieve by carrying out the training programme.

Typically, training objectives are related to specific skills, knowledge, or behaviors that participants are expected to acquire or improve during the training



Final goals vs. training goals

The final goals define the results that we will achieve after completing the training and show what the effects of the entire training process will be. The main question answered by the end goals is why we are conducting this training and what its final goal is supposed to be.

On the other hand, training objectives, which are components, focus on how we will achieve the final goals, i.e. what knowledge, skills and attitudes we will pass on to participants during the training.

In other words, training objectives describe the means that we will use during the training process to achieve the intended end goals, i.e. to provide specific knowledge, skills and attitudes to participants.



How to develop training objectives?

01

Identify needs



02

Determination of the desired result



03

Create Learning Goals



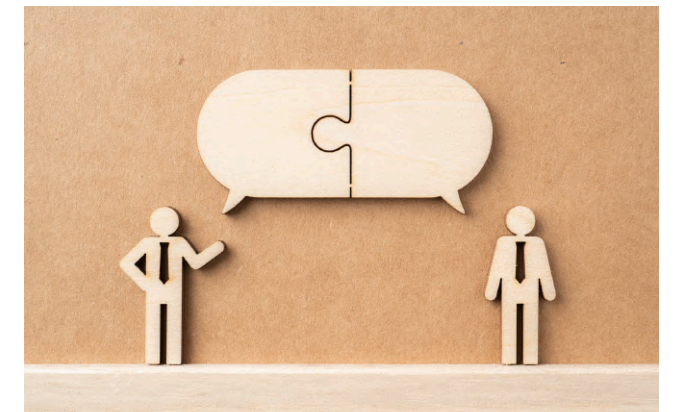
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Use of the SMART model



05

Communicating goals



Learning Outcomes

Learning outcomes are the results we achieve by acquiring knowledge, skills and social competences outside the formal education system, i.e. outside traditional studies at universities.

They can result from various activities, such as performing professional work, participating in courses and training, self-improvement, volunteering, etc. In other words, learning outcomes are the effective result of the learning process that takes place outside the walls of the university and can be achieved in a variety of ways, depending on individual preferences and personal development paths.



OUTCOME

Difference Between Learning Outcome and Learning Objective

Learning Objective

It is the general intention or intention of a teacher or instructor about what they want to achieve through the teaching process.

Learning objectives define the expected results or activities to be achieved by learners or trainees. They are usually formulated as guidelines for the planning and organization of classes.



Learning Outcome

It is a specific result or achievement that trainees or learners achieve as a result of the learning process.

Learning outcomes are measurable and usually describe the level of knowledge, skills, attitudes or competences that participants will acquire after completing a training or course. These are usually based on learning objectives, but focus more on the outcomes seen at the end of the learning process.

What is validation?

Validation is the process of checking and confirming whether specific skills, knowledge and social competences have been achieved, regardless of how they were acquired.

It consists in the assessment of learning outcomes, i.e. what a person knows, understands and can do, as well as their ability to take on specific responsibilities.

Validation aims to prove that a person has acquired specific skills and competences that can be confirmed by an official document.



In the context of formal education and lifelong learning, validation is important to document the learning outcomes that can be achieved at different stages of life. Learning outcomes include knowledge, skills and social competences.

Can be earned as part of:

- Formal education (e.g. at school, university).
- Non-formal education (e.g. courses, training, internships, internships, internships,).
- Informal learning (e.g. at work, through volunteering, hobbies,).

Validation enables individuals to prove that they have achieved certain learning outcomes. This is important not only for professionally active people who want to change jobs or supplement their competences, but also for people excluded from the labour market or returning to it after a break.



Validation steps

01

Identify



02

Documenting



03

Review

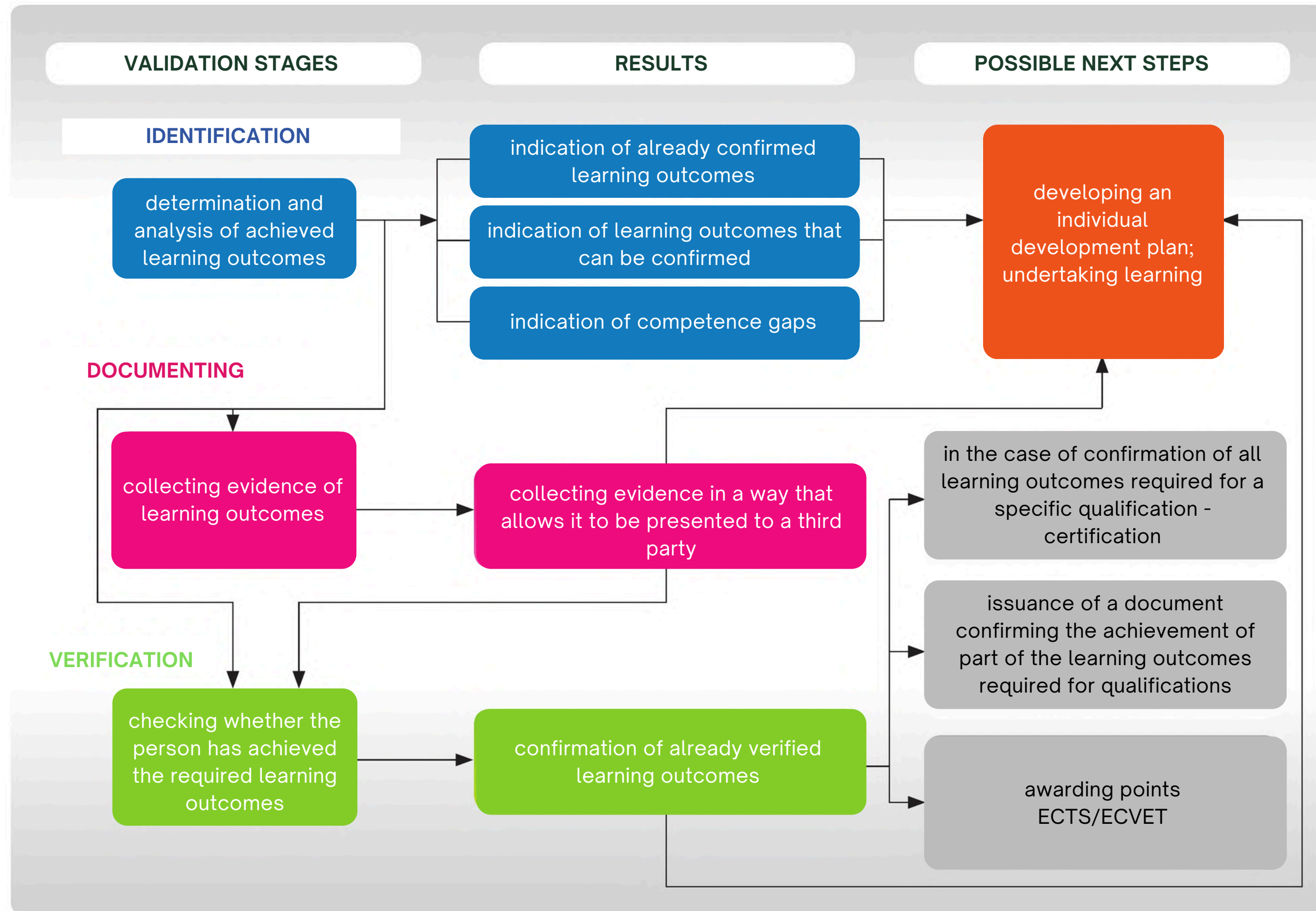


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Certification



Validation scheme



Validation methods:



- The Eagles are trying to test,
- Portfolio ,
- Practical evaluation,
- Certificates ,
- Interviews ,
- Practical tasks,
- Debate,
- Observation ,
- Simulation.

How to match the validation method to learning outcomes?



- Analysis of learning outcomes.
- Identification of validation methods.
- Compliance with validation criteria.
- Flexibility and customization.
- Combining different methods.
- Adaptation to the specifics of the target group.
- Evaluation of effectiveness.

Workshop:

Matching validation methods to learning outcomes



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Practical exercises:
**Developing a scenario for
the validation of a
selected learning
outcome / conducting
validation**

Modern tools for the assessment of learning outcomes include, among others.:

- E-learning platforms.
- Participant management systems (LMS).
- Quiz Maker Apps.
- Online Exams.
- Digital Competence Assessment Tools.
- Business Simulators.



E-LEARNING

Selection of training methods to achieve the planned learning outcomes

The selection of appropriate training methods to achieve the planned learning outcomes is a key element of the training process.

It consists in the conscious selection of various educational techniques and tools that will be most effective in achieving specific training goals.



Training selection methods can be well tailored to the needs and goals of the organization and the preferences of employees. Examples of methods include:



- Lectures and presentations illustrated with slides.
- Group and group discussions.
- Preparing the training together with the participants.
- Demonstrations of skills and standards.
- Metaphorical exercises.
- Simulation games and outdoor activities.
- Completing knowledge tests.
- Study visits to partners, customers or competitors.
- Scenes, elements of drama work.
- Coaching i mentoring.
- Group workshops.

How to choose a training method to achieve the planned learning outcomes?

Keep these elements in mind!!!

01

Analysis of training needs



02

Defining the objectives of the training



03

Target group identification



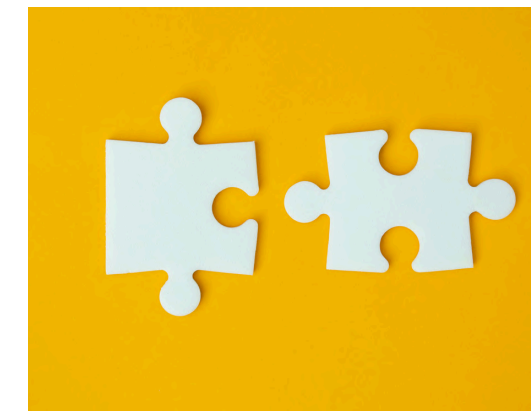
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Selection of training methods for the topic



05

Matching methods to goals and group



06

Training planning and implementation



How to create hands-on exercises for a training group?



- Determine what skills, knowledge, or behaviors you want participants to acquire.
- Identify the group and its level.
- Make sure that the exercises you choose are appropriately suited to the topic of the training and are interactive and engage participants.
- Make sure that the exercises take into account the diversity of participants, both in terms of learning styles and individual preferences. Strive to ensure equal participation of all participants and encourage collaboration.
- Be open to feedback from participants and adjust the exercises during the training on an ongoing basis if necessary.

Advantages of well-designed practical exercises



- Good exercises ensure effective learning through active involvement of participants.
- Well-designed exercises are motivating for participants because they are interesting, engaging, and provide a positive experience.
- Group exercises foster interaction and cooperation between participants.
- Good exercises enable participants to apply their new skills and knowledge in a controlled environment.
- The exercises allow the trainer to give feedback to the participants and by each other.
- Good exercises engage participants emotionally, which makes them more involved in the training process.
- Good exercises are aimed at developing skills and competences needed in professional practice.

Good training offer

A good training offer is a strategically planned set of training and educational programs that is tailored to the needs of the organization and participants, including both the development of technical and soft skills.

It is a training proposal that takes into account business goals and individual development goals of employees, leading to an effective transfer of knowledge and skills to the workplace.



Features of a good offer

01

Clear so that it is easy to understand its content.

02

It contained specific information, avoiding an excess of words.

03

Written in simple language, understandable to a potential customer.

04

She focused on the benefits for the client, answering questions about what they would gain from the offer.

05

It had reviews from satisfied customers that confirm the effectiveness of the services offered

06

It was visually attractive, attracting the attention of a potential customer.

07

It contained the contact details of the author of the offer, facilitating contact and further cooperation.

The visual side of the offer should be attractive to the eye, but not overly flashy. It is a good idea to avoid too bright colors so as not to overwhelm the reader. Instead, it is worth focusing on simplicity and elegance.





What is the language of benefits?

Benefit language is a way of communication that focuses on positive aspects and benefits, omitting deliberately negative elements that may discourage or arouse negative feelings. This is also referred to as the language of the positive.

It is important to adapt this language to the recipient in order to effectively draw attention to those positive sides that are important to the person, which can make them adopt a positive approach to the issue at hand.

Advantages of using the language of benefits in the training offer

01

Effective attention-grabbing



02

Clearly communicating values



03

Trust building



04

Motivating to act



05

Better matching to needs



Practical exercises/workshops:

**Preparation of a
training offer for a
specific group of
adults, practical
educational exercises.**

Who is a mentor?

A mentor is an experienced person who provides support, advice and guidance to a younger or less experienced participant in a given field to help him or her develop personally, professionally or academically.

Mentors share their knowledge, experience and perspective to help their mentees achieve specific goals and overcome challenges.



Who is a mentee?

A mentee is someone who receives the help, support, and advice of a mentor for personal, professional, or academic development. This is a person who actively participates in the mentoring process, gaining knowledge, skills, and experience through interaction with the mentor.

A mentee can be someone just starting their professional or academic path, seeking advice and guidance from more experienced individuals to achieve their goals and grow in their chosen field.



The mentor's tasks include, among others.:



- Analysis of the progress and results of the trainee's research, followed by constructive feedback.
- Making recommendations on professional development priorities and assisting the apprentice in setting goals.
- Helping the apprentice locate resources and introducing them to others who can benefit their career.
- Motivating the intern to write a research paper and submit it for publication in peer-reviewed journals.
- Open communication with the apprentice to address challenges and obstacles to professional development earlier and collaborate to solve them.

What qualities a good mentor should have?

- Gives constructive feedback.
- It is flexible in terms of temporary access.
- Appreciates diverse perspectives.
- Has knowledge in a given field.
- Can listen empathically and react reflectively.
- Connects and shares resources.
- Helps you set boundaries and expectations for your professional development.



MENTOR

Mentoring techniques include a variety of methods and approaches.

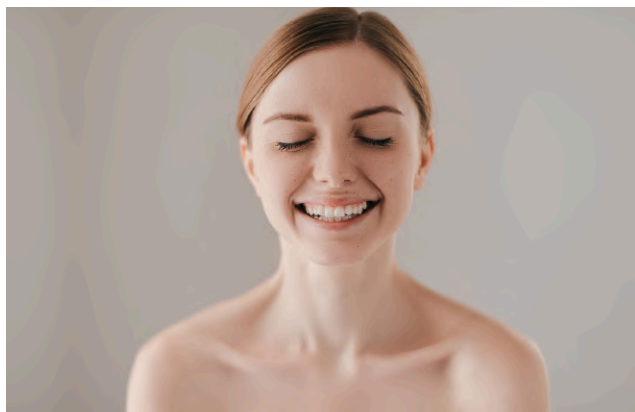
- Know Your Resources technique"
- S.M.A.R.T. Method.
- Working on goals together with a mentor.
- Analysis of example goals.
- Conduct goal-setting exercises.
- Coaching Questions.



The most important aspect in the relationship between a mentor and a mentee is:

01

Openness and honesty



02

Receiving feedback



03

Cooperation and commitment



04

Openness to support and help



05

Long-term value of relationships



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