**General Information**

**Place**
WBS TRAINING AG Dresden (other places on request and availability)

**Duration**
1 week, lessons from Monday – Friday 9.00 – 14.30 (longer hours are possible on request)

**Number of participants**
8-14

**Training Language**
English or German (level A2 required)

**Contact**
For further information on the training programme and for support with the project application, please feel free to contact:

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**ERASMUS+ PROGRAMME 2014-2020**

Learning Mobility of Individuals – Mobility for General Education and VET Staff

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**E-Learning: Synchronous Distance Learning in the Virtual Classroom**

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**Description and Goals**

Digital media and the internet have taken an important role in our everyday lives. We have access to manifold research opportunities and loads of information. We save time by doing our shopping online. We communicate with our family and friends over long distances. So why not use these opportunities in teaching and training, too?

The training course on synchronous distance learning will give the participants the opportunity to get in touch with the latest technical developments in e-learning. WBS Training, one of the biggest providers of adult education in Germany, makes use of distance learning every day – with regularly more than 5,000 participants in the virtual classroom.

The participants will benefit from this experience while acquiring basic knowledge about e-learning in general, its different forms, advantages and technical requirements. The training will focus on the synchronous e-learning tool Adobe Connect – software for delivering training to a learners’ group in real-time. The participants will have a closer look at the communication tools provided by this e-learning platform and their implications for efficient communication in the virtual classroom. They will learn about the most important methodological and didactical principles in e-learning. Thus, the participants will be enabled to plan and prepare their own e-learning training session, which they will deliver with Adobe Connect at the end of the training.

In addition to the technical content of the programme the participants will get the chance to improve their language and soft skills and experience Dresden through cultural visits and other free time activities.

**Target group**

Teaching and administrative staff in VET schools or any other public or private organization active in the fields of education, training and youth who would like to acquire new methodological competences and learn how to plan, prepare and deliver an e-learning training session.

The intensity and complexity of the Units can be varied according to the previous knowledge and educational objectives of the participants.
Learning outcomes

Professional Competences

Unit 1: Introduction to E-Learning Environments
- Forms of e-learning
- Potentials and advantages of e-learning
- An overview on e-learning products (open source, commercial)

Unit 2: Methodological and Didactic Principles for Synchronous E-Learning
- Characteristics of virtual communication
- Modering in the virtual classroom
- Activating and involving participants in the virtual classroom
- Planning an e-learning training session
- Preparing and designing learning contents according to e-learning requirements

Unit 3: Preparing and Delivering an E-Learning Training Session
- Working with Adobe Connect as an e-learning platform
- Developing and preparing a training session
- Delivering the training session to a live audience

Personal Competences

Unit 4: Ability to cooperate with others and reach one’s goals in a different cultural environment
- Observing cultural and social conditions and circumstances and comparing to one’s own experience
- Planning and initiating common activities and tasks with people from (a) different cultural background(s)
- Using gained insight about the other cultural environment to solve problems and tasks

Methods

The practical training course uses a learner-centred approach. Learning and discussion content will be visualised on pinboards, whiteboard, flip-chart and PowerPoint.

Many interactive training sessions – with for example group work, discussions and role plays – will constitute the training. On the basis of peer feedback, the participants can learn from one another and share their experiences. A large part of the training week will be dedicated to project work: The participants will develop their own e-learning training session and present it to an audience at the end of the week.

Among others, methods used in the training course will be:
- brainstorming and mind mapping
- role plays
- case studies
- observing and describing

Project Funding

The costs for this training programme can be fully or partially (depending on the number of participants) covered by project funding from the Erasmus+ programme (Key Action 1: Mobility). Please contact your National Agency for information on funding details.
Accommodation and Subsistence

Accommodation subsistence, public transport tickets and cultural programme can be organised according to your wishes. Please see financial offer for further details of the included services.

Certification

Upon completion of the mobility period, the participants will receive a certificate by WBS TRAINING, supplemented by the description of learning outcomes according to the European Credit System for Vocational Education and Training (ECVET) principles. ECVET facilitates the transfer and recognition of learning outcomes acquired in another country and supports transparency of qualifications. WBS TRAINING also supports the sending organization in issuing the europass mobility.

In case you wish that an assessment on the successful acquisition of all learning outcomes should be carried out, please don’t hesitate to ask us.

Culture and Leisure

Dresden offers a wide variety of cultural, free time and physical activities. With plenty of museums, such as the famous Historic Green Vault, the Old Masters Picture Gallery, the Technical Museum, or the German Museum of Hygiene, everyone’s taste can be met. Parks and gardens with the option to relax, to work out or to play a ball game, picturesque viewpoints, and many other places of interest just wait to be discovered. Not to forget the city Dresden itself: More than 800 years old, the city looks back to a long and exciting history. The lively New Town as well as the Old Town with its historical buildings – mostly reconstructed and renewed after the World War II – and the river Elbe are definitely worth seeing!

We will provide you an overview about all the things in and around Dresden and help you to decide, what to do. Depending on entrance fees, extra costs for transport, and/or different costs for services, additional expenses may arise.
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<tr>
<th>Date</th>
<th>Programme</th>
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<tr>
<td>Sunday</td>
<td>Arrival in Dresden</td>
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**Monday**

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| 09:00 – 9:30 | **Introduction - Welcome at WBS TRAINING:**  
- Presentation of the host organisation  
- Clarification of organisational issues  
- Introduction of the project and the tasks for the following week  
- Introduction to the Training Course  
- Meeting your trainer |
| 09:30 – 14:30 | **Training: Introduction to E-Learning Environments**  
- Forms of e-learning  
- Potentials and advantages of e-learning  
- An overview on e-learning products (open source, commercial)  
- Technical requirements  
- Communication tools in e-learning environments (e.g. whiteboard, chat)  
- Features available in e-learning environments (e.g. assessment tools, quality assurance)  
*Afternoon:* Guided tour in the Old Town |

**Tuesday**

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| 09:30 – 14:30 | **Training: Methodological and Didactic Principles for Synchronous E-Learning**  
- Characteristics of virtual communication  
- Moderating in the virtual classroom  
- Activating and involving participants in the virtual classroom |

**Wednesday**

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| 09:00 – 14:30 | **Training: Methodological and Didactic Principles for Synchronous E-Learning**  
- Planning an e-learning training session  
- Preparing and designing learning contents according to e-learning requirements |

**Thursday**

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| 09:00 – 14:30 | **Training: Preparing and Delivering an E-Learning Training Session**  
- Working with Adobe Connect as an e-learning platform  
- Developing and preparing a training session |

**Friday**

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| 09:00 – 11:30 | **Training: Preparing and Delivering an E-Learning Training Session**  
- Delivering the training session to a live audience |
| 13:00 – 14:30 | **Open Questions, Project Evaluation and Handing out of certificates** |

**Saturday**

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<td>Departure</td>
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**Training programme/Description of practical training units**

**Suggestions for Cultural Programme/Free time activities**

**Study visit**

Last update: 01.11.2016