

Module Specification:

Train-the-Trainer Module

Within the Erasmus+ KA2 Capacity Building Project (CBHE)

WORK4CE – Cross-domain competences for healthy and safe work in the 21st century

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1 Summary

The **Train-the-Trainer (TtT) Module** is intended to:

1. Train the teachers to use the educational resources (specifically the eLearning modules) for teaching.
2. Familiarize the teachers (and students) with the digital systems of the Digital Education Ecosystem (DEE).
3. Train the teachers to plan and execute their teaching activities based on the didactic concepts and educational resources.
4. Train teachers and experts to contribute to the development of educational resources and concepts by participating in the Open Communities of Practice (OpenCoPs).
5. Provide English language training and competences for teaching in English language higher education programs.
6. Train teachers and experts in developing educational programs according to European standards.
7. Train administrators and coordinators of international programs.
8. Provide internationally recognized certificates for teachers and staff.

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2 Introduction to the Train-the-Trainer (TtT) Module

The **Train-the-Trainer (TtT) Module** is designed to equip educators, administrators, and experts with the skills and competencies needed to effectively integrate digital education tools, manage projects, and adopt agile methodologies in higher education. The program focuses on

- **Digital Teaching & Learning:** Training educators to integrate **eLearning modules and digital tools** from the **Digital Education Ecosystem (DEE)** into their teaching practices, ensuring a modern and engaging learning experience for students.
- **Curriculum & Didactic Planning:** Providing teachers with strategies to **design, plan, and execute lessons** using innovative **didactic concepts and digital resources** for effective learning outcomes.
- **Collaborative Development & Open Communities:** Encouraging teachers and experts to actively **contribute to the development of educational resources and teaching concepts** by participating in **Open Communities of Practice (OpenCoPs)**.
- **English Language & Internationalization:** Enhancing educators' **English language proficiency** for teaching in **international higher education programs**, promoting global engagement and collaboration.
- **Agile Education & Project Management:** Introducing **agile methodologies** to help educators and administrators effectively manage educational projects, develop curricula, and implement digital learning solutions in a **flexible and iterative** manner.
- **Program Development & European Standards:** Training experts in **developing educational programs** that align with **European standards**, ensuring quality and consistency in higher education.
- **Administrative & International Program Management:** Equipping administrators and coordinators with essential skills in **project management, digital transformation, and international education program coordination**.
- **Certification & Global Recognition:** Providing **internationally recognized certificates** for educators, administrators, and staff, enhancing their credentials and professional standing in the global academic community.

3 Description of the Train-the-Trainer (TtT) Module

The Train-the-Trainer (TtT) Module is intended to train the academicians to use educational resources specifically the eLearning modules for teaching. Teachers and researchers are trained to plan and execute their teaching activities based on the didactic concepts and educational resources, to contribute to the development of educational resources and concepts by participating in the Open Communities of Practice (OpenCoPs), to develop educational programs according to European standards. English language training and competencies is an important part of the preparation of the academicians for teaching in English language higher education programs. Academicians, administrators and coordinators of international programs and students aim to be familiarized with the Digital Education Ecosystem (DEE)

The projects share the same **Train-the-Trainer (TtT) Programme** which is based on the following common **assets**:

- Joint eLearning repository with all modules (moodle, hosted by IDiAL).
- Joint annual academic calendar of events and trainings.
- Digital Education Ecosystem (DEE).
- Identity Management (single sign-on).
- Access to conferencing tools (Big Blue Button, Microsoft Teams)
- Collaborative tools such as Nextcloud, access to Confluence + Jira.
- Central Moodle repository + ECS for linking into university LMS
- Central web portal + tools.
- Projects open trainings and events to other projects
- Joint and centralized evaluation.
- Joint Open Community of Practice (OpenCoP) for TtT
- Teacher Qualification Plan with 3 certified levels: Basic Teaching Certificate, Advanced Teaching Certificate and Teachers' Master Class Certificate

3.1 Overall Learning Outcomes

The Train-the-Trainer (TtT) module equips educators, administrators, and experts will develop the following competences and learning outcomes:

- ability to effectively integrate eLearning modules and digital tools from the Digital Education Ecosystem (DEE) into teaching;
- competence in using learning management systems (LMS), digital assessment tools, and interactive teaching technologies;
- capability to design engaging digital learning experiences and apply blended learning strategies;
- proficiency in planning, structuring, and delivering lessons based on modern didactic concepts and digital resources;
- ability to apply learner-centered teaching approaches and activate student engagement through interactive methods.
- ability to apply project management principles to organize and manage educational projects efficiently.
- capacity to collaborate in multidisciplinary and international teams using agile workflows.
- ability to contribute to Open Communities of Practice (OpenCoPs) and co-create innovative educational resources.
- understanding of open educational resources (OER) and open-access publishing models.
- competence in intercultural communication and collaboration with international students and colleagues.
- understanding of global education trends and international academic standards.
- skills to manage international education programs, including mobility programs and cross-border cooperation.
- ability to implement digital administrative processes for efficient program coordination.
- understanding of funding opportunities and project management for educational initiatives.

3.2 Target Group Analysis

Target group:

- academic: Lectures, PhD students, researchers,
- trainers/professionals
- coordinators of the international projects

3.3 Content

3.3.1 TtT in Language Skills: “English as a Medium of Instructions”

The training contains various strategies and approaches for teaching English as a Medium of Instruction (EMI). It covers methods such as peer explaining, integrative tasks, using headings, flowcharts/diagrams, summarizing, teaching by asking questions, learning teams with resource materials, classification strategies for adapting texts, writing frames for structuring essays and case studies, paraphrasing and clarifying explanations, and inviting discussions and questions.

Some key points that course include:

1. Peer explaining involves students working in pairs to explain different aspects of a text or topic to each other.
2. Integrative tasks require students to work together on multiple topics and compare strengths and weaknesses.
3. Using headings helps students summarize text sections by creating statements that capture the content.
4. Flowcharts and diagrams are used to summarize complex processes described in texts.
5. Summarizing tasks require students to condense key points from texts clearly and concisely.
6. Teaching by asking involves starting topics with questions and engaging students in group discussions.
7. Easification strategies aim to make texts more accessible by using various techniques like pre-reading questions, glossaries, and highlighting key words.
8. Writing frames provide structures for organizing essays and case studies effectively.
9. Paraphrasing and clarifying explanations help in simplifying complex ideas for better understanding.
10. Inviting discussions and questions encourages student engagement and participation in the learning process.

These strategies and approaches aim to enhance language learning and comprehension in an EMI setting by promoting active engagement, critical thinking, and effective communication among students.

3.3.2 TtT in Digital Educational Ecosystem LMS and IT tools

A **Digital Education Ecosystem (DEE)** is a digital learning & teaching infrastructure which supports all aspects of a digitally transformed educational system, e.g. a university or school [1]. The goal of the DEE described in this specification is to support a virtual, cross-border Master School.

This set of training aimed to get knowledge and skills how to work in a collaborative environment and consisted from following components:

- Training on Confluence
- Training on Jira.
- Training on MS Teams
- Training “How to work in Moodle”

3.3.3 TtT in Didactics and Educational Concepts

Train-the-Trainer (TtT) Module in “Didactics and Educational Concepts” is intended for teachers who want to become co-developers and module owners in their HEI. It include:

- Instructional Design Training
- Training on PBL/CBL, introduction to the large EU project in CBL
- Collaborative Online International Learning (COIL)
- Content and Language Integrated Learning (CLIL) training

3.3.4 TtT in Project and Quality Management

Train-the-Trainer (TtT) Module in “Project and Quality Management ” is intended for teachers who want to become OpenCoP product owners and trainers (for TtT). Its main components are:

- Training in Project Management Methodology
- Training in OpenCoP Product Owner
- Agile Cross-Border Projects
- Community management in OpenCops

3.4 Teaching & Learning Activity Plan

A) Teaching/learning methods

Theoretical knowledge: Online lectures, Video materials, Scientific papers processing

Practical skills: Workshops/BlockWeeks/Capstone Projects

Scientific skills: academic writing

B) Didactic concept:

- (Virtual) Lecture, Online course, ebook, distance learning ...
- Projects, problem-based
- Case-based, challenge-based

C) Activity Plan

Each training has its individual activity plan. We recommend the distribution the efforts as follows.

Activity 1: Watching online materials, visiting webinars and online seminars, prepared for the training 25% of the overall activities

Activity 2: Reading research papers related to the topic 15% of the overall activities

Activity 5: Participating in the block-week Workshops and Seminars 35% of the overall activities

Activity 4: Project simulation in teams (e.g. 3-4 participants) 25% of the overall activities

3.5 Teaching & Learning Resources

- DEE Moodle: <https://moodle.go-study-europe.de/login/index.php>
- MS Teams: meetings, chat, files, ...
- For documentation: Atlassian Confluence

3.6 Tailoring & Educational Tracks

Educational Tracks:

Practical:

Focus: Hands-on teaching methodologies, applied digital education, and direct classroom implementation.

Key Learning Areas:

- Practical use of eLearning modules and digital teaching tools.
- Development of interactive and engaging lesson plans.
- Application of agile teaching methods for flexible and student-centered learning.
- Strategies for real-world educational challenges and problem-solving.

Target groups: Teachers, trainers, and educators seeking immediate classroom application of digital tools and pedagogical strategies.

Entrepreneurial:

Focus: Education innovation, project development, and entrepreneurial thinking in academia.

Key Learning Areas:

- EdTech innovation and development of educational startups.
- Project management skills for creating and launching new educational initiatives.

- Business models and sustainability strategies for digital learning projects.
- Agile and design thinking approaches for educational entrepreneurship.

Target group: Educators, administrators, and professionals aiming to develop and scale innovative educational solutions.

Scientific:

Focus: Research-oriented education, academic excellence, and scientific methodologies in teaching.

Key Learning Areas:

- Integration of scientific research methods into teaching.
- Development of research-based educational programs.
- Use of learning analytics and data-driven decision-making in education.
- Alignment with European research standards and academic publishing.

Target groups: University lecturers, researchers, and academic professionals focusing on evidence-based education and scientific approaches.

3.7 Trainers Certification Model

Level	Communication	Didactic	Tools
Basic	English language B1-C1 Language Coaching	Pilot Teaching Fundamentals OpenCoP Participant Training	Moodle/nextcloud Jira/Confluence (Open-CoP)
Intermediate	Basic + Intercultural Training	Pilot Teaching Project (full) OpenCoP Developer Training Module Development Course	DEE Operations & Maint. Advanced Moodle Learning Tools tutorials
Advanced	Advanced + English language Didactics for Higher Education (British Council) English C2, Academic Writing	Specific Didactic Courses: -ID, CLIL -PBL, CBL -Practical Elements -Online Teaching	Trends in Learning Tools & Digital Education Seminar AI & Data Science Virtualization

3.8 Curricula Integration

Not considered as part of the curriculum.

Could be integrated into the University Upskilling Programs

4 References

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