




THE CONCRETE TRAINING

CI TARGET GROUP



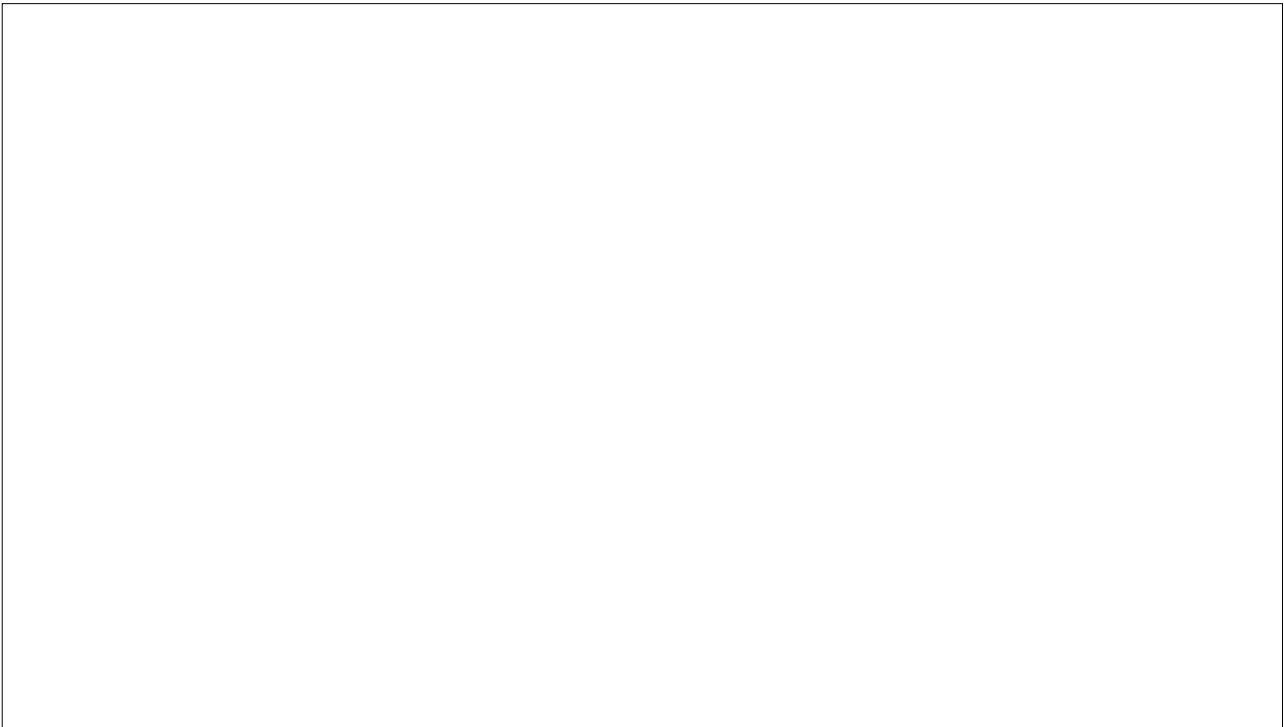
AND YOU?



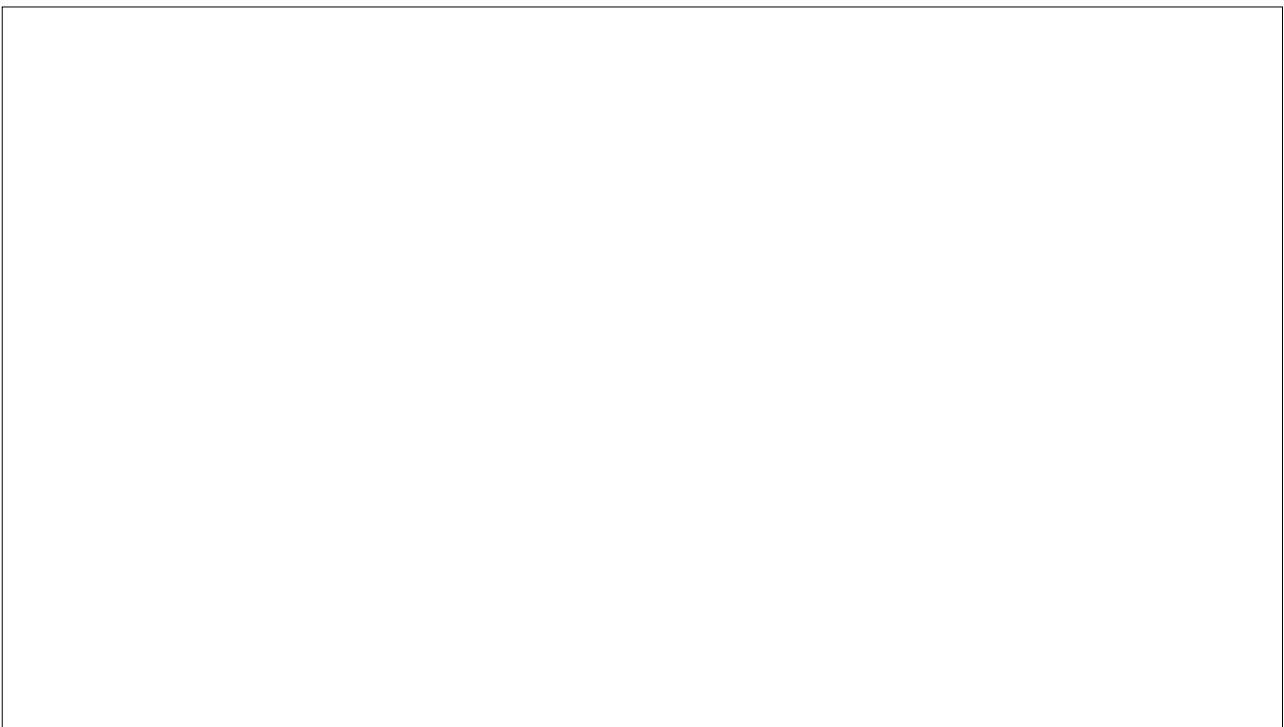
C2

PREPARATION

MY LEARNING GOALS



DISCUSSION POINTS FOR MY LEARNING SUPERVISOR

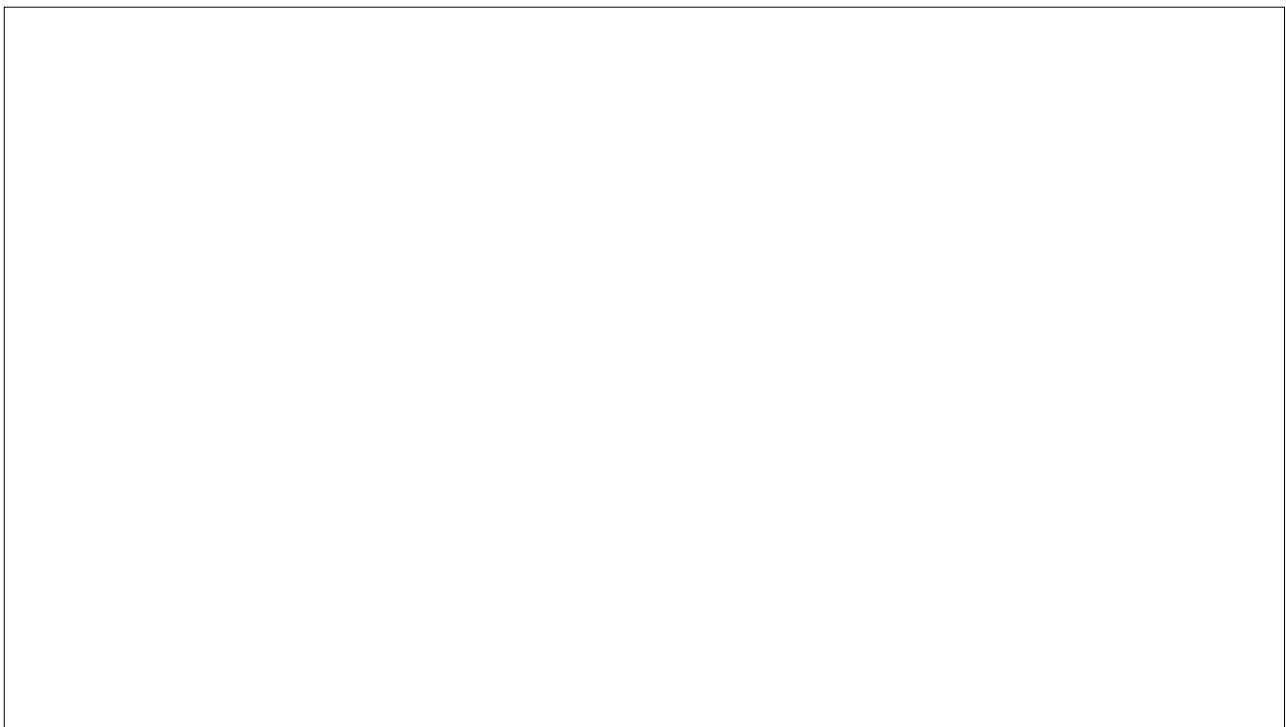


MY TASKS FOR PREPARATION



- > Content
- > Methodology
- > Organizing team work
- > Organization
- > Communication
- > Public Relations

ASPECTS TO BE DISCUSSED IN ADVANCE IN MY TEAM



C3

ASSESSMENT: FACILITATION

You were responsible for some parts of the training and you conducted methods or program parts. How it was from your point of view? Every group in your training may find answers: facilitators in a team, participants, learning supervisors or external experts.

YOUR TASK

Describe, what you did...

EVALUATION

...how it was...

EPIPHANY OR QUESTION

...what you get out of it

WHO

...may help to find answers.

C4

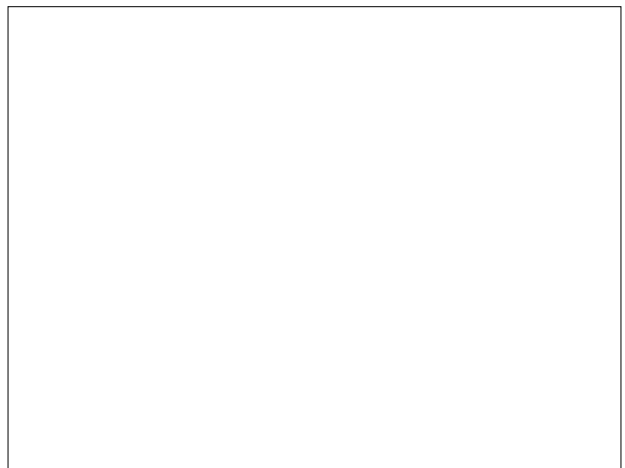
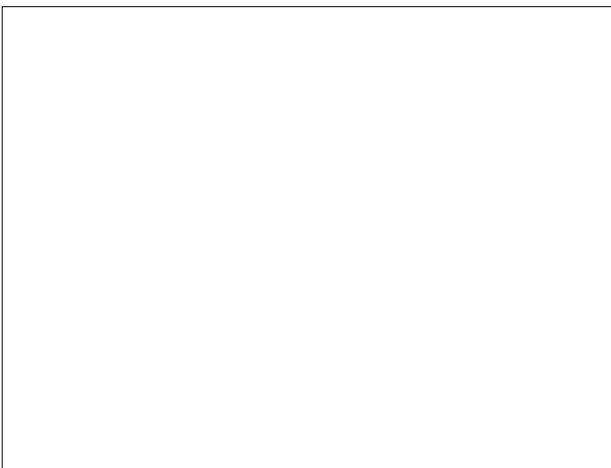
ASSESSMENT: FEEDBACK

Remarkable feedback that I got from my co-facilitators, participants and from other persons such as guests, supervisors, experts, or representatives of the training facility. Mark the aspects that were new to you.

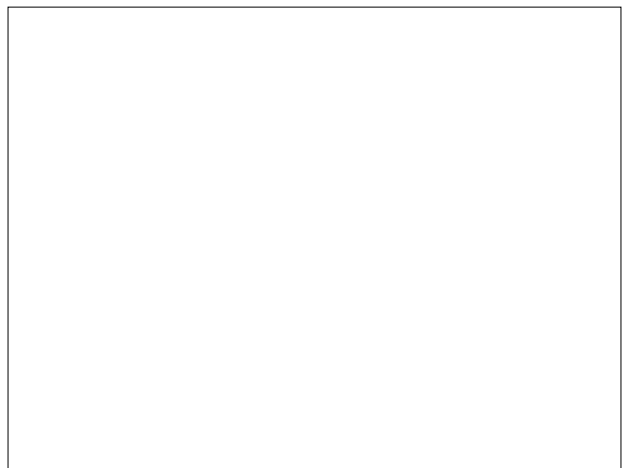
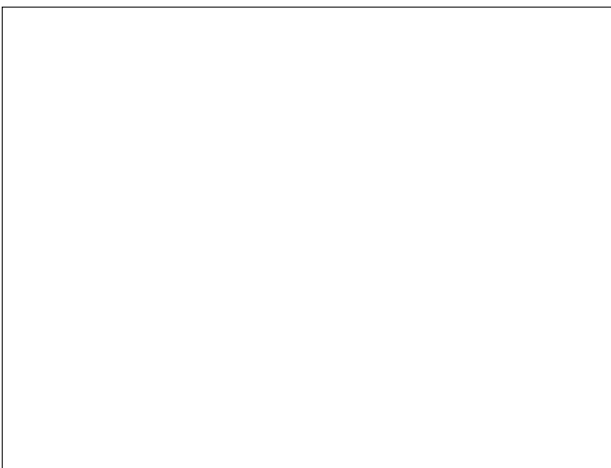
PARTICIPANTS



CO-FACILITATORS



THIRD PERSONS



Please include **positive** and **critical** aspects. Please **describe**, don't evaluate.

C5

ASSESSMENT MODERATION

GENERAL CONCEPT

GOALS

Have you achieved your goal(s)?
Which goals?

METHODS

Were you able to implement your
methodological concept?

VISUALIZATION

Posters, visual elements, structure,
plausibility,...

START

INTRODUCTION, EXPLANATIONS

What observations prove that you
succeeded or did not succeed?

INTERACTION

CO-MODERATOR(S) AND PARTICIPANTS

What observations prove that you
succeeded or did not succeed?

How would you evaluate your interaction
with the co-moderator(s)?

How did the group react to your approach?

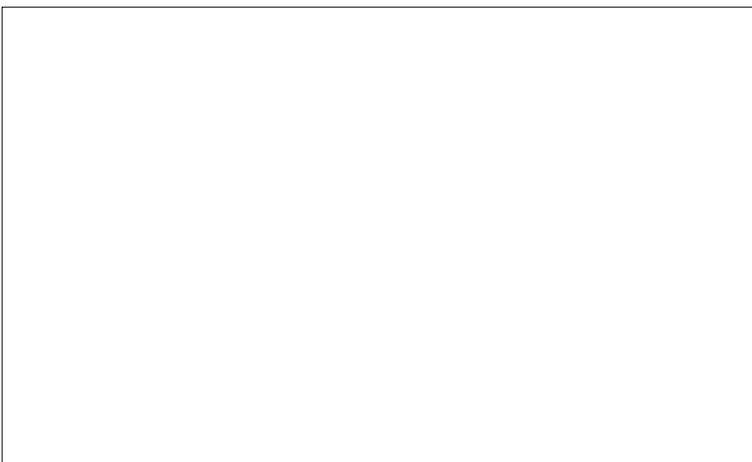
SAVING OUTCOME



SAVING THE OUTCOME, CONCLUSIONS

What observations prove that you succeeded/did not succeed?

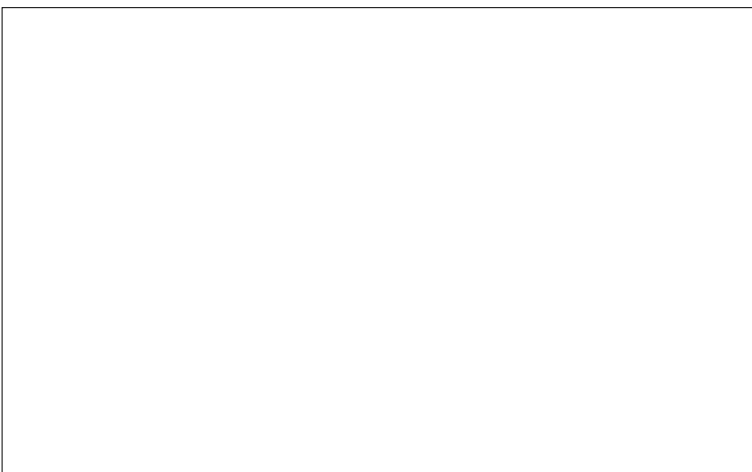
SPACE



SEMILAR ROOM

Decoration, seating arrangement(s), flip-charts, use of walls and posters,

BODY



ASPECTS OF YOUR BODY

Eyes, mouth, head, hair, arms, shoulders, hands, legs, feet, smell, voice

LOCATION

Interpersonal distance, position in the room, seated position, use of space

INTERACTIONS

Gestures, facial expressions

C6

AFTER THE SEMINAR

PREPARATION

GOALS

Have you achieved your goal(s)?
Which goals?

MOOD AND ATTITUDE

With what kind of feelings and expectations did you arrive?

SUPPORT

What or who supported you?

PROCESS

During your practice you documented and evaluated what you did as a moderator or co-facilitator. Please compare this to thinking about these questions:

TARGET ACHIEVEMENT

How did your plans work out?

CHANGES

What could you modify for the next time?

SUPPORT

What or who supported you?

FEEDBACK

During your practice you documented and evaluated the feedback from participants, co-facilitators and third persons. Which general conclusion(s) would you like to draw from it?

CONCRETE CASES

Describe two cases or observations that fit best to your learning goals and think about what you might discuss with your learning group or learning supervisor.

CASE:

CASE:

YOUR IMPACT

C7

THE GROUP AND MY TEAM

TARGET AUDIENCE

TEAMWORK

DISAGREEMENT & CONFLICTS

C8

GOAL ACHIEVEMENT AND NEXT STEPS

GOALS BEFORE

RESULTS

CHALLENGES

OBSTACLES

NEXT STEPS

TOPICS & SOURCES

Topics, concepts, exercises, further education, articles, papers or handbooks