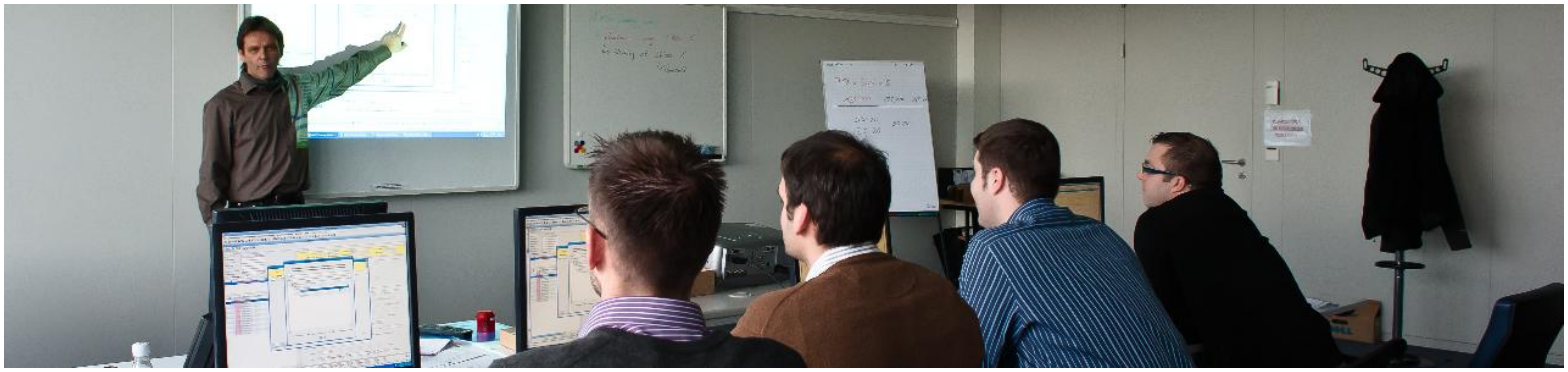
AMOS – Train the Trainer



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Definition

«Train the Trainer» defines the methodological and group dynamical training of people who have been nominated to perform company internal AMOS training courses for given target groups of people.



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A big decision to be made

There are a lot of good reasons and advantages for «Train-the-Trainer», but don’t underestimate the effort and the challenges:

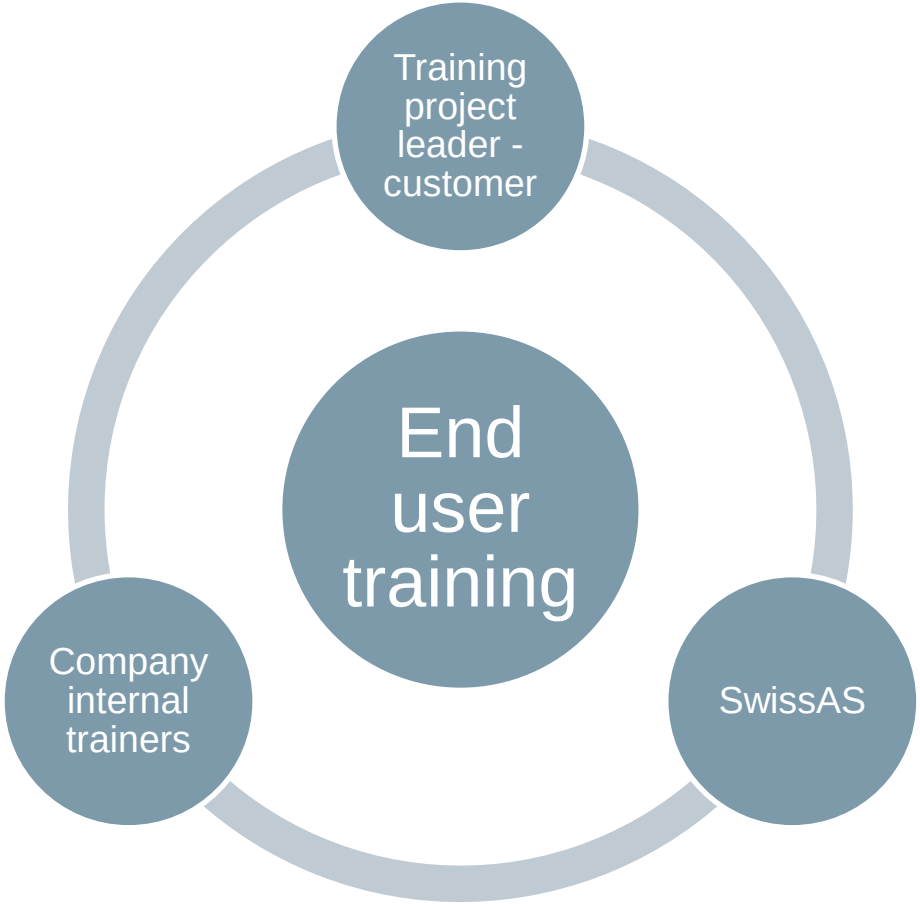
- Suitable trainer candidates have to be found, assessed and educated – this can take up to several months!
- Internal resources are bound for a considerable time
- Start the internal trainer education at least 6 months before the end user training is supposed to start
- A training database and exercises have to be created – this can take 3 months or longer

The message is: plan enough time!

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Training project leader

The customer must appoint a «Training Project Leader» who is the single point of contact for SwissAS and who coordinates the complete training project.



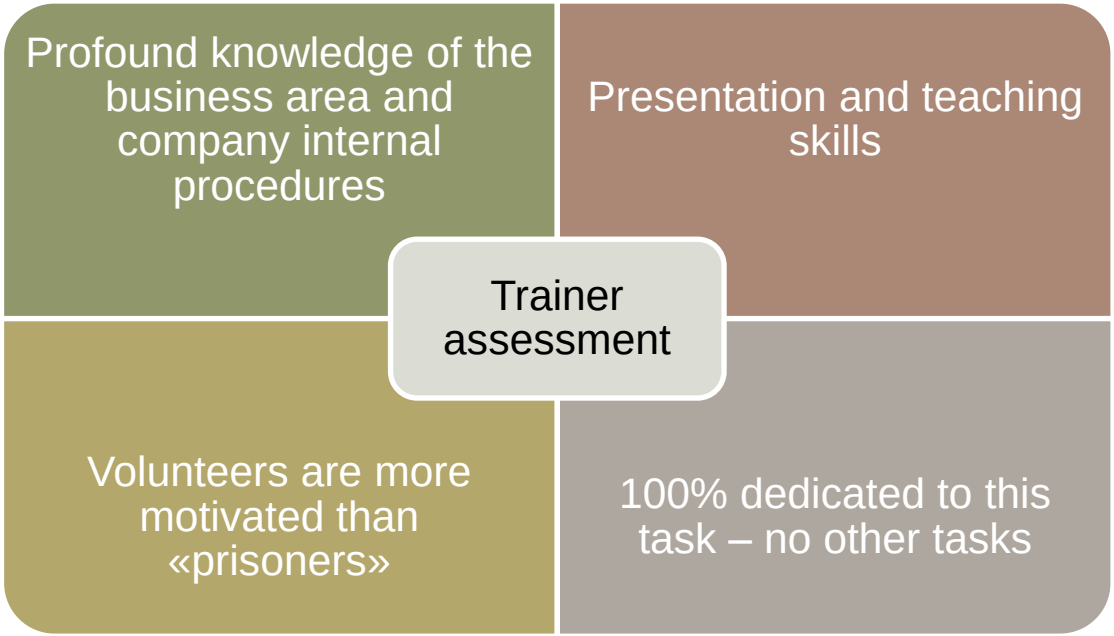
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Assessment of internal trainers

One of the most importants steps in the whole «Train-the-Trainer» process is the evaluation of suitable candidates. If the end user training will be a success or fails depends on the choice of the internal trainers.

Plan backup trainers!

Criteria to choose an internal trainer:



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Training database

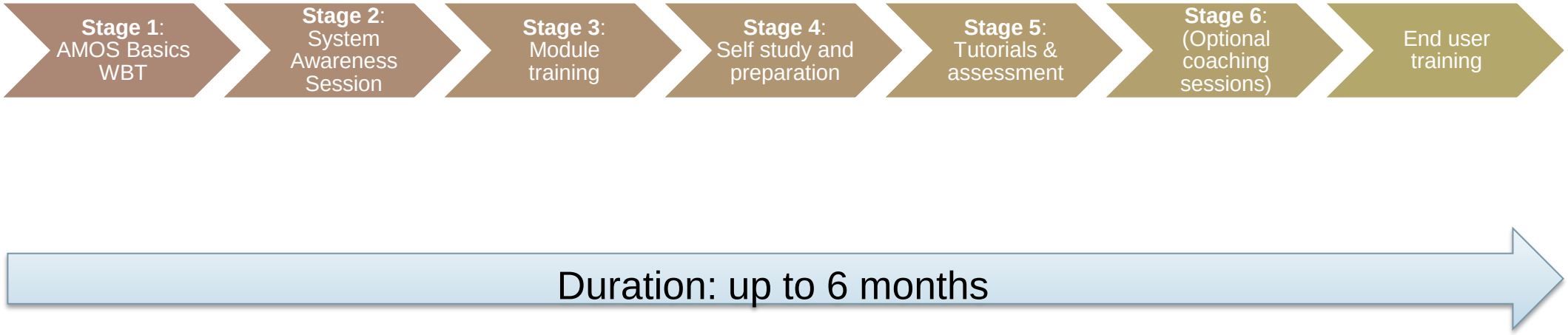
It is very important that a decision about the training database for the end-user training is made at the very beginning of the training project.

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Stages in the Train the Trainer education

The different stages in the Train the Trainer education must be followed in sequence. They are mandatory.

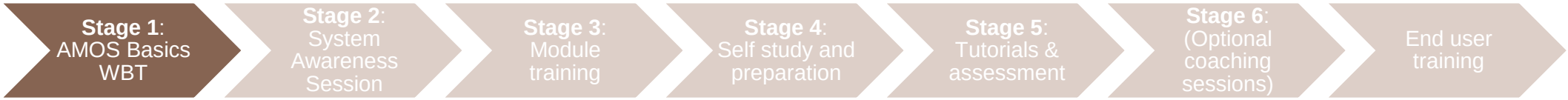
The duration of the whole education depends on the number of AMOS modules that are covered.



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Stage 1: E-learning

Performance of «AMOS Basics WBT» e-learning course is the pre-requisite for any further step.

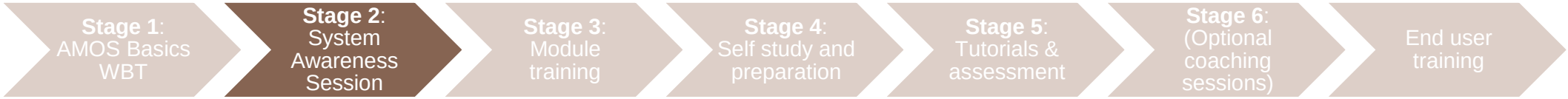


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Stage 2: System Awareness Session

Three days System Awareness Session to give the future trainer the «big picture» of AMOS as integrated system.

All future trainers attend.

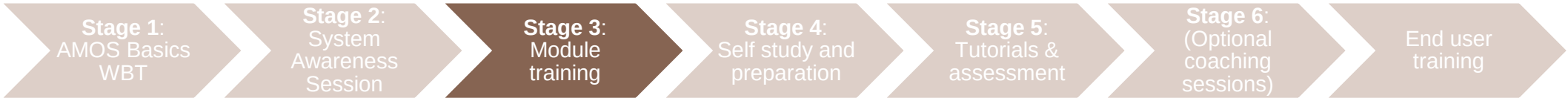


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Stage 3: Module training

In-depth training on the AMOS module conducted by the SwissAS trainer.

- Only the internal trainers who will teach this module will attend
- The duration depends on the training content
- The content can be customised

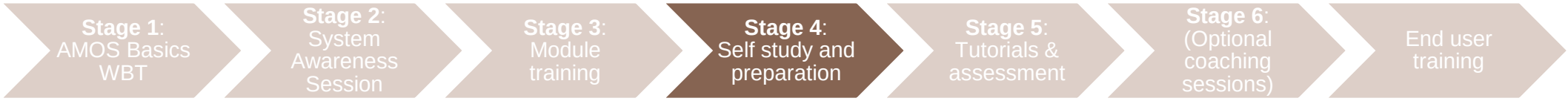


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Stage 4: Self study

This stage is reserved for self study of the future trainers.

- Preparation for stage 5 «Tutorials & Assessment»
- Preparation of database and exercises (if required) -> might take up to 3 months!
- Preparation of other training material such as PowerPoint presentations

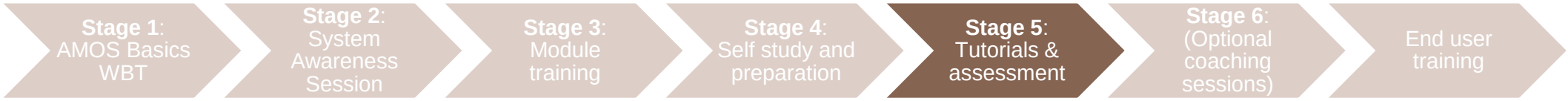


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Stage 5: Tutorials and assessment

The last mandatory stage in the Train the Trainer education

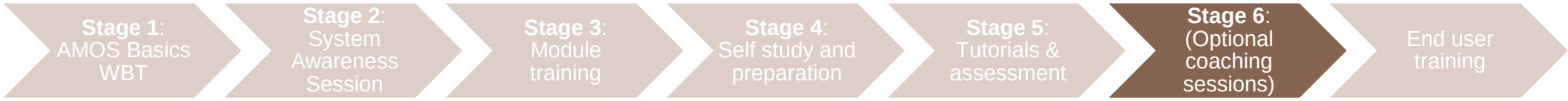
- The future internal trainer will conduct the training in front of the SwissAS trainer and his trainer colleagues and will be graded on his performance during this session
- Workshop character,
- Tips & tricks are exchanged
- Written test



Stage 6: Coaching

This step is optional but highly recommended.

Newly certified trainers often feel uneasy in a real classroom situation and find it difficult to deal with questions raised by the trainees. A SwissAS trainer can company him during his first training session(s) and help to answer questions.

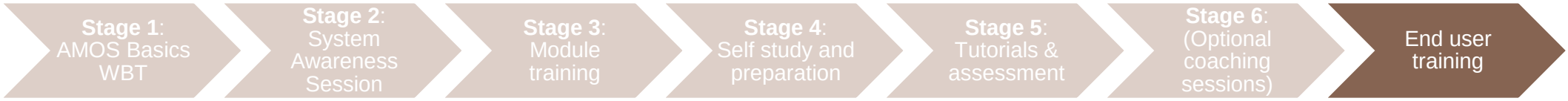


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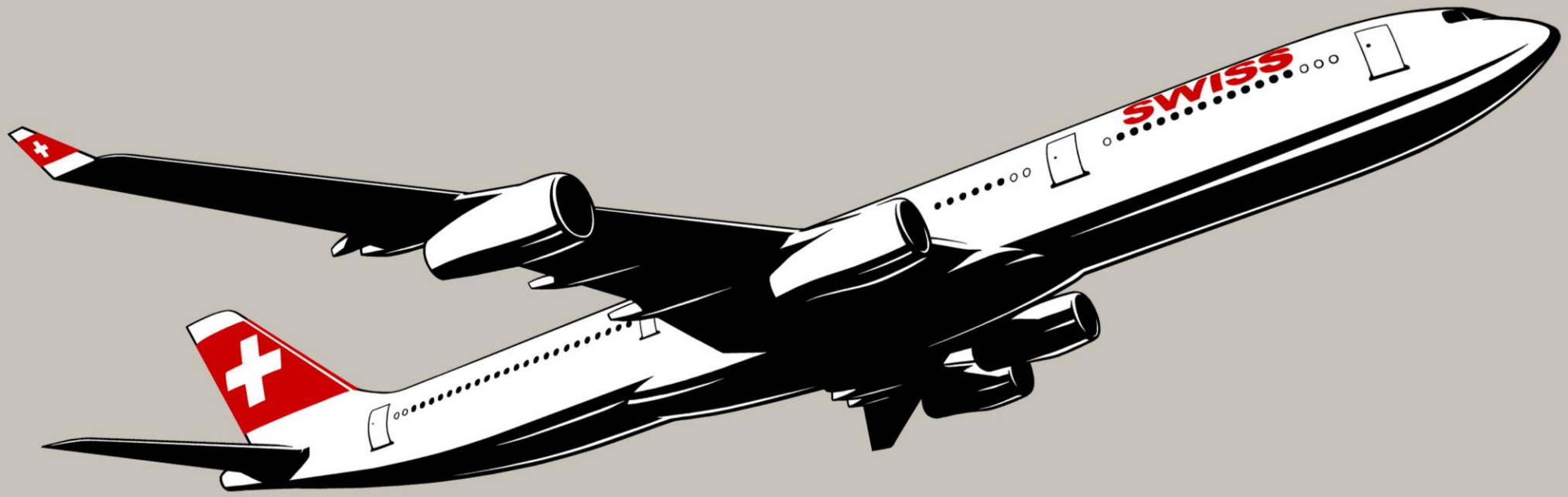
End user training

The customer is responsible for organisation of the end user training. However, there are different options to plan the end user training, such as a combination of

- E-learning (e.g. Basics)
- SwissAS conducting some of the more complex modules (such as Engineering)
- On-the-job training
- Etc.



Thank you



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