Digital **4**
Business
Evolving your digital future

Train The Trainer Programme

UniBO Team

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Train The Trainer Programme

Introduction

The Digital Learning Platform provides the platform and tools for T3.1 setup and the digital training tools and platforms for the online masters programme. The TOT programme for faculty is a key component of the Digital4Business project, designed to facilitate the rapid adoption and effective use of the project's digital learning platform and resources by faculty members. This sophisticated programme supports lecturers in integrating advanced digital skills training into their curricula, ensuring high-quality delivery and consistency across participating institutions. It provides a package of training materials and programme resources for localisation and use by faculty, along with online workshops and webinars for group training.

Key Goals of the TOT Programme

This program aims to help teachers achieve the following key goals:

- Understanding critical design considerations such as material accessibility, course organisation, and implementation of active and inclusive learning strategies.

- Developing a systematic approach to observing participants and providing feedback, enhancing learning and self-improvement through formative and summative assessments.

- Exploring new teaching techniques and methods to maintain the effectiveness of online and blended teaching.

Key Elements of the TOT Programme

Comprehensive Training Materials and Resources:

- The TOT programme offers a package of training materials tailored for faculty members. These resources are designed to be easily localisable and adaptable to meet the specific needs of various European institutions.

- The materials include detailed guides, instructional videos, and best practice examples to help trainers effectively use the digital learning platform and tools provided by the project.

Online Workshops and Webinars:

- The TOT programme includes a series of online workshops and webinars to support group training. These sessions are designed to provide hands-on experience and direct interaction with digital tools and resources.

- The webinars cover a wide range of topics, from primary platform navigation to advanced teaching techniques, ensuring that all faculty members, regardless of their initial skill level, can benefit from the training.

Interactive Learning Modules:

- The programme features online learning modules that faculty can complete independently. These modules cover essential aspects of digital teaching, including course design, student engagement strategies, and assessment methods (Episode of Situated Learning Methodology; Flipped Classroom, Gamification, Collaborative Learning, Case Study; Brainstorming, Debriefing, Feedback).

- The programme also includes continuous feedback and improvement mechanisms, allowing trainers to voice their concerns and contribute to developing the training resources.

- The modules' interactive nature ensures an engaging learning experience, with opportunities for faculty to practice new skills in a supportive environment.

TOT Programme in Moodle Platform

The TOT Programme is integrated into the project's Moodle platform. The program guides the faculty through interactive modules covering Moodle tool utilisation, engaging content creation, innovative teaching methods, and more. By the end, the user will have a deeper understanding of Moodle dynamics and the ability to improve students' learning experiences.

The TOT Programme in Moodle is divided into the following modules:

- Module 1: A Guide to Creating a Useful Course Using Moodle
  The course's first module will focus on the HYLET Training Model, a training methodology that integrates hybrid learning methods, alternating between synchronous and asynchronous activities. It includes learning activities, tutor-guided sessions, and independent work stored on a digital platform.
  The module is designed for continuous learning and iterative feedback. Trainers and professors will engage in classroom activities, practical labs, and real-world applications to reinforce theoretical knowledge.

  Materials:
  - HYLET Training Model PDF
  - Curriculum Framework

- Module 2: Creating a Course Using Moodle's Tools
  This second module introduces trainers/professors to various tools for creating and managing digital lessons in Moodle. Topics include structuring lessons, utilising BigBlueButton for live online classrooms, and setting up breakout rooms for group work. It also covers video lesson creation, content presentations using H5P, and methods for sharing URLs and file resources. Tutorials ensure lecturers can effectively use Moodle tools, enhance student interaction, and manage multimedia-rich presentations, fostering an engaging digital learning environment.

  Materials:
  - Video Lessons tutorial
    - How to Create a Lesson Guide
    - Creating a BigBlueButton activity tutorial
    - Breakout Rooms creation guide
    - H5P Tool for Moodle tutorial
    - How to Upload and Share Files guide

- Module 3: Engaging Learners with Interactive Activities
This third module fosters student collaboration and interaction through Moodle's various tools. It covers setting up chat rooms for synchronous discussions, creating breakout groups during video calls, and managing assignment submissions for grading. Teachers will also learn how to facilitate online discussions via forums and integrate digital artifacts for assignments. Additionally, the module explores polling features to engage students and assess their understanding during sessions, ensuring active participation and feedback collection.

  Materials:
  - Video Lessons tutorial
    - How to create a chat
    - Groups during an online lesson tutorial
    - Assignment activity setup guide
    - Digital artifacts section creation tutorial
    - Forum activity creation tutorial
    - How to use polling in the BigBlueButton Guide

- Module 4: Creating Assessment
This fourth module is dedicated to creating practical assessments and gathering feedback in Moodle. It covers creating quizzes, from simple multiple-choice tests to complex self-assessment tasks. Trainers/professors will also learn to design rubrics for criteria-based grading, collect custom feedback through surveys, and build digital portfolios for students to showcase their work. Tutorials guide participants on leveraging these tools to provide detailed feedback and enhance the learning experience through structured evaluations.

  Materials:
  - Video Lessons tutorial
    - Quiz activity creation guide
    - Rubric creation tutorial
    - Feedback activity setup tutorial
    - Digital portfolio creation guide

- Module 5: Teaching Techniques and Models
This fifth module introduces modern teaching models that enhance student engagement and learning. It covers methodologies such as the EAS Method, which emphasises microlearning and structured activities, and the flipped classroom approach, which shifts traditional teaching dynamics. It also delves into collaborative learning, gamification, case studies, brainstorming, and debriefing techniques. Trainers/professors will explore practical

examples and strategies to foster active learning, critical thinking, and group collaboration, ensuring an interactive and student-centred educational experience.

Materials:
- o EAS Method guide PDF
- o Teaching Techniques
  - ▪ Flipped classroom
  - ▪ Gamification
  - ▪ Collaborative learning
  - ▪ Case study
  - ▪ Brainstorming
  - ▪ Debriefing

TOT   Programme's   Agenda

The TOT (Train-the-Trainer) Programme's agenda ensures that trainers and professors are fully prepared before courses start through December 2024. The training must be completed independently and asynchronously, following the modules on the Moodle platform in a specified order (*from Module 1 to Module 5*). Each session covers essential pedagogical strategies and designs such as the EAS method, flipped classroom, and collaborative learning. Progress will be monitored, and course completion will only be certified once all materials have been fully engaged. This process ensures the trainer/professor is well-prepared and equipped with key pedagogical and didactic methods and strategies to optimize the teaching and learning process.