

## **Intercultural Business Trainer/Moderator (IBT/M) Programme**

### **A combination of blended live online with face to face training**

#### **The next dates:**

Module 1 IBT/M1: Intercultural Business Communication Basics (blended live online)	15.-16.11.2024
Module 2 IBT/M2: Train the Trainer/Moderator Skills (face to face)	12.-14.12.2024
Module 3 IBT/M3: Training Design & Activities (face to face)	16.-18.01.2025
Module 4 IBT/M4: Live Online Train the Trainer/Moderator Skills (blended live online)	14.-15.02.2025
Module 5 IBT/M5: Live Online Training Design & Activities (blended live online)	07.-08.03.2025
Module 6 IBT/M6: Certification (face to face)	04.-05.04.2025

#### **Language: English**

In this unique, English language, practical Train-the-Trainer programme you will gain the skills, and develop an understanding of the content you need to create and implement intercultural and international live online and face-to-face training courses, seminars and workshops. Assist International HR has been delivering this challenging, skills-focused IBT/M Train-the-Trainer programme with a team of highly professional trainers for over 14 years. The IBT/M programme is the established market leader. Our intercultural trainer and facilitator programme equips you with the tools and skills you need to work as a trainer and moderator in the international corporate context. The programme is recognised and accredited by the Deutsche Gesellschaft für interkulturelle Trainingsqualität e.V (DGIKT) as well as the Akkreditierungs- und Zulassungsverordnung Arbeitsförderung (AZAV) and will meet the criteria of at least the first level of the European Certificate for Intercultural Learning Professionals (ECILP)

**Location:** We run 6 days of this IBT/M training live online and 8 days as face-to-face training days. We conduct the face-to-face trainings in Freising near Munich. Thanks to its proximity to Munich Airport, the venue offers optimal accessibility for our participants from all over Europe.

**IBT/M Trainer Team:** Susanne Dranaz, Hannah Lambeck, Gary Thomas & members of the assist International HR team

**Your investment:** Programme Intercultural Business Trainer/Moderator (IBT/M) Blended Live Online 3.790 EUR. The fee is exempt from Value Added Tax according to the German § 4 Nr. 21 a) bb) UStG.

#### **What are your benefits:**

- Participation in 4 preparatory web sessions 7-10 days before the training modules.
- Access to the virtual classroom of your learning group with pre- and post module video content and tasks.
- Peer coaching between the training modules.
- Project work between the training modules in the areas of training and workshop design
- 6 days live online training and 8 days face to face classroom training in 6 modules.
- Intensive participant support: Small groups of max 14 participants. With 9 participants or more usually with 2 trainers.
- Training material and handouts to download from your dedicated virtual classroom
- Conference fee in the seminar location consisting of tea, coffee, soft drinks, lunch & snacks.
- Certification to the criteria and standards of the Deutsche Gesellschaft für interkulturelle Trainingsqualität (DGIKT) as well as the Akkreditierungs- und Zulassungsverordnung Arbeitsförderung (AZAV)
- Designed according to the certification standards of the European Certificate for Intercultural Learning Professionals (ECILP)

**Payment in instalments is possible on request.**

## Seminar contents of the IBT/M programme

### **IBT/M1: Intercultural Business Communication Basics (2 days online training)**

In our basic module you will acquire a practical foundation of the most common and important models and concepts of intercultural theory. You will increase your cultural understanding and learn about different approaches to intercultural awareness. We introduce you to a practical process for acquiring intercultural competence. You will discover the advantages and disadvantages of the most common approaches used in intercultural training to understand and compare cultures. We place a particular focus on the transfer of learning of our seminar participants. You will also gain an introduction to different methods used to increase intercultural awareness and in different areas in intercultural training.

### **IBT/M2: Trainer Skills (Websession + 3 days face to face training)**

The trainer skills module focuses on your personal style as an intercultural trainer and facilitator. You will improve your use of non-verbal and verbal communication to effectively motivate and activate your participants and receive (video) feedback on your training delivery and style. You will practice the targeted development of wavelength to the learning group as the basis of the relationship level. You will learn how to structure learning units effectively, taking into account the learning styles and perception channels of your participants.

As an intercultural facilitator, you have the task of leading the agenda in the workshop to a successful conclusion from the very beginning, with clearly defined actions and results. In doing so, it is important to accompany and control the dynamics in the group of participants, taking intercultural diversity into account. In this hands-on module, you will practise using appropriate facilitation tools in the role of the intercultural facilitator. Using practical exercises, you will master how to deal with questions and difficult training situations in intercultural trainings and workshops. You will stand in front of the group every day and receive intensive (video) feedback. This makes you aware of your strengths and you will work together intensively on improving your learning areas. To ensure sustainability and for self-reflection, you will receive your video recordings after the attendance module.

### **IBTM3: Trainingsdesign & Activities: Developing Intercultural Trainings (Websession + 3 days face to face training)**

Intercultural communication exercises, experiential exercises, role plays, case methodologies and simulations are among the most important methods used in intercultural training to increase intercultural sensitivity and improve intercultural competence. In this module, you will experience a range of commonly used simulations and activities and recognise what to look for when briefing, conducting and debriefing simulations and activities. Furthermore, in this module you will learn how to design your own trainings from the basic idea to the finished training guide. How to meaningfully consider participant goals and needs, how to gather appropriate resources, how to plan, outline and then refine trainings according to your participants' prior knowledge, intercultural needs and performance and learning curves. You will learn when and how to use key methods in intercultural training. This includes dealing with critical incidents, cultural standards and cultural assimilators as well as the aspect of culture-specific and culture-general training. In addition, you will learn about modern, innovative blended learning concepts that increase the learning efficiency of your participants and make your training a special experience.

### **IBT/M4: Live Online Trainer/Moderator Skills (Websession + 2 days live online training)**

The Live Online Trainer/Moderator Skills module focuses on your trainer competence as an intercultural live online trainer and facilitator. You will practice targeted relationship building with the learning group as the basis of every successful live online session. You will stand on the virtual stage and receive intensive (video) feedback. To ensure sustainability and for self-reflection, you will receive your video recordings after the live sessions. In addition, you will learn how to take the agenda from the beginning to a successful conclusion in live online workshops, with clearly defined actions and results. In this hands-on module, you will practice using appropriate online facilitation tools and techniques yourself in the role of an online facilitator and get helpful feedback on your facilitation skills. You will receive input on developing online workshops with virtual teams and learn how to manage difficult situations in online meetings and workshops.

### **IBTM5: Live Online Training Design & Activities: Developing Intercultural Trainings (Websession + 2 days online training)**

In this module you will learn how to adapt simulations, exercises and activities to the context of live online learning as well as how to custom your approach to meet the needs of your group when developing your own live online exercises and simulations. Furthermore you will learn how to design your own online training by considering which formats and tools are available to you to make the interaction with the participants varied and brain-friendly. What you can do to achieve the most sustainable learning success possible. From suitable preparation and follow-up tasks to frequent participation activation as well as to the design of practice-relevant exercise scenarios. How to take research in recent brain research into account when planning your online teaching sequences.

### **IBTM6: Evaluation & Certification (2 days face to face)**

The completion of the training programme "Intercultural Business Trainer/Moderator (IBT/M)" consists of two parts: You will conduct a workshop in the training group and present your self-developed concept for an intercultural or international training project. The examination is conducted according to the standards and guidelines of the German Association for Intercultural Training Quality (DGIKT). After successful completion of the IBT/M Train-the-Trainer programme, participants receive a certificate from DGIKT e.V.