



A proposal of Wsztechnica UJ



WSZECHNICA

UNIWERSYTETU
JAGIELLOŃSKIEGO

TRAIN THE TRAINER

TRAIN THE TRAINER

Train the Trainer is one of the flagship programs of Wszechnica UJ. Perfected in the course of tens of editions and based on author's competencies model the program is a well-tested and reliable way of preparing for the role of trainer and acquiring practical skills connected with running trainings.

Wszechnica UJ Train the Trainer is:

- a comprehensive concept adapted to a clear profile of trainer's competencies;
- a program perfected over many years (52 editions);
- an opportunity to cooperate with a team of experienced trainers practitioners;
- a support in reliable expertise in psychology of learning and small groups dynamic;
- a perfect starting point for further, specialized trainings and participation in the process of certification.

TRAINING OUTCOMES

Graduates of the Train the Trainer are prepared for implementation of tasks adequate to the "Professional Trainer" level (according to European Qualification Frame), that is independent developing and carrying out one- or two-day trainings in their own area of specialization.

The purpose of the comprehensive 13-day program is to support trainees in independent development, implementation and evaluation of efficient trainings.

Graduates of the Train the Trainer course will be able to:

- use available information about needs in order to set adequate training objectives;
- develop and run a training applying a set of interactive and engaging methods;
- take into consideration group process in the process of planning and running trainings;
- flexibly react to various training situations;
- apply basic methods of evaluation of learning results.

WHO IS THE PROGRAM FOR?

Train the Trainer is addressed to:

- inexperienced trainers, who want to get comprehensive preparation to independently design and implement training in their area of specialisation;
- practicing trainers – freelancers, who want to organize their knowledge and gain a reference point for their previous training activity;
- experienced experts, who are looking for new career opportunities and want to learn to share their knowledge through interactive, group-engaging methods;
- HR managers and internal trainers, responsible for development projects in organizations, onboarding processes and sharing knowledge with other employees.

TRAINING METHODS

Train the Trainer program has been designed to equip its participants in practical tools allowing to understand and shape training situation. The forms of work adopted for this purpose assume:

- diversity (mini-lectures, discussion, work in small groups, work with camera, “aquarium” exercises, self-evaluation questionnaires, etc.);
- active participation of trainees; engaging them in independent application of introduced methods and techniques of work, gradual taking responsibility for conducting parts of the training);
- practical application – using acquired skills in simulated and real situations (exercises during the training, an independent project, trainer’s practice).

PROGRAM OUTLINE

MODULE 1

Introduction to the role of a trainer

GOALS

An introductory module for a new professional role, dedicated to an in-depth understanding of the principles of training work and the situation of adult learners.

DAY 1: The role and competencies of the trainer.

DAY 2: Adult learning.

PROGRAM

- Differences between training and other forms of work;
- The role of the trainer and the analysis of one's own potential in building it;
- Situation of adult learners;
- Organization of an environment that supports learning;
- Basics of the ability to define training objectives;
- Planning individual development of participants.

MODULE 2

Basics competencies

GOALS

Intensive, four-day work on development of the most important communication and interpersonal competencies for trainer's role.

DAYS 1-2: Communication and interpersonal skills.

DAYS 3-4: Self-presentation and public speaking.

PROGRAM

- Active listening, paraphrasing and summarizing;
- Asking questions and leading discussions;
- Building clear, structured statements;
- Giving feedback;
- Conscious self-presentation in training and public speaking;
- Preparing and delivering presentations.

PROGRAM OUTLINE

MODULE 3

Constructing training program

GOALS

The objective of this module is to provide the trainees with a repertoire of the most useful work methods and ability to independently plan an efficient training.

DAY 1: Overview of training methods and techniques.
DAY 2-3: Training design and evaluation.

PROGRAM

- Overview of various training methods and techniques;
- Defining training objectives;
- Matching training methods to objectives and group specifics;
- Creating a training program and scheduling time;
- Organizational and technical aspects of training delivery
- Training evaluation methods;
- Creating a program for your own training (workshop work).

MODULE 4

Training implementation and group dynamics

GOALS

The module is focused on skills and phenomena accompanying conducting trainings in small groups. The basic method of work is independent carrying out sections of the training by each of the participants. Experience related to it will be used as an opportunity for strengthening trainer's workshop (implementing various training methods) and for analyzing phenomena connected with group functioning and dynamics of relations between participants:

DAYS 1-3: Conducting training and analyzing the group process.
DAY 4: Using feedback and personal development of the trainer.

PROGRAM

- Tips important in conducting various forms of training work;
- Observation of the group process;
- Influencing selected elements of group functioning;
- Reacting in difficult training situations;
- Evaluating the progress that has been made during the course, assessing the degree to which individual goals have been met, and planning further development as a trainer.

Iwona Sołtysińska

trainer, program director

Psychologist (MA), certified trainer and consultant (certification in Edexcel International and BTEC Professional Qualifications), coach (certification in ICC, ICF (PCC) and ECPC), specializing in professional role development (trainers, managers, coaches), developing leadership competences (over 7,000 training hours), understanding group dynamics, problem solving, team and personal coaching. A member of International Society for the Psychoanalytic Study of Organizations.

She specializes in managerial coaching trainings, creativity and methodology of synectic group work trainings along with improving managerial competencies. She conducts individual and team coaching as well as facilitation of team problem solving processes. As a coach she uses the solution focused approach and psychodynamic understanding how groups and organizations work. Director and trainer in “Train the trainer” programmes at Wszechnica UJ. Manager of complex OD projects. Author of the book: “Employee training and development organization” - compendium knowledge of training policy, writing, delivering and training assessment based on competencies, and other publications addressed to professionals. She facilitates the work of groups and conducts individual coaching and coaching teams from different levels of organization (over 1000 hours of coaching work).

Her previous and current clients include: Bahlsen Sweet, Raiffeisen Bank, Philip Morris, Motorola, IKEA, Heineken, Minimal, PZU Życie, SKOK Stefczyka, Commercial Union, NBP, Tenneco Automotive Eastern Europe, ABB, Capgemini, Puratos, Fabryka Mebli Forte, Polskie Stowarzyszenie Koło in Jarosław, WUP in Kraków, Stock Polska, Lhoist, Skanska, LSC Communications.



Artur Krupa

trainer

He graduated in psychology from the Jagiellonian University and in management from AGH University of Science and Technology. A certified management trainer (Edexcel and BTEC Professional Qualifications) and a certified Psychodrama Assistant of Polish Psychodrama Institute, Association. As a coach, he holds the PCC and ECPC certificates.

He specializes in trainings in the area of developing training and coaching competencies, as well as applying his expertise in group functioning to teams and organizations management. He conducts “The Art and Science of Coaching” course. He holds the position of substantive director of Train the Trainer-Consultant program and of the trainers’ competence certification process. He has many years of experience in designing and conducting training program for sales department employees and supporting organizations in transition. He employs individual and team coaching to support companies and institutions in achieving their business objectives and in better employing staff potential. He is experienced team coach and facilitator, certified by the IAF (Certified Professional Facilitator); member of the International Association of Facilitators. He is a consultant in Group Relations conferences.

His previous and current clients include: PTK Centertel, Commercial Union, Invest Bank, Tauron, Sabre, PKN Orlen, Lajkonik, Raiffeisen Bank, PZU, Luxoft, Motorola, Puratos, Fabryki Mebli Forte, IKEA, In Bit, PharmExpress, RR Donnelley, Minimal, State Street. ESET, Magna, Capgemini, Mota Engil



dr Maciej Świeży

trainer

Maciej acts as a lead consultant for organizational development projects focused on culture change and strategic planning. In his role of program director, he is also responsible for the design and development of services offered by the Jagiellonian University Extension.

A psychologist by education, he obtained a PhD through research on skill learning. His professional background includes over 12 years of experience in training, coaching (ICF Professional Certified Coach) and facilitation. The unifying theme for these various roles is creating relationships and environments that support thinking, learning and collaboration.

Maciej works in an international environment, cooperating with Erickson Coaching International and Vrije Universiteit Brussel. He has experience with delivering training in cross-cultural context, in- and outside Europe. Part of his work involves translating psychological research into practice. His book, entitled „Psychology for coaches” aims to challenge common misconceptions, as well as supply practitioners with science-based strategies for helping others. He has also authored multiple smaller publications for L&D professionals.

His previous and current clients include: 3M, ABB, Aviva, Bahlsen, BPH, Ericpol, Eurobank, Fakro, ING, Heineken, International Paper, Lhoist, Luxoft, MAN Truck, Motorola, NBP, OSCE Office for Democratic Institutions and Human Rights, Pratt & Whitney, Puratos, RR Donneley/LSC Communications, Schibsted, Skanska, State Street, Tenneco, Tmobile, WUP Kraków,



Monika Gąsienica

trainer

She graduated in psychology from the Jagiellonian University. She holds MBTI and SHL OPQ certificates. She completed Train the Trainer Psychological Training program by Halina Nałęcz Nieniewska, Supervision Workshops in Professional Development by AD Career Counselling Agency and the The Art and Science of Coaching program. She has the status of Consultant on training in the group dynamics workshop Making the Difference: Understanding How Groups and Organisations Work.

Her areas of specialization are training competencies, managing employees' development processes and managing people; in particular building and organizing team work. She also conducts training programs in negotiations and customer service. As a consultant, Monika is experienced in creating and implementing competency-based work evaluation systems, competency profiles and methodology of verifying competencies for recruitment and development purposes. She has experience of working as an assessor in the AC/DC diagnosis. Certified Professional Facilitator, member of International Association of Facilitators

Her previous and current clients include: TUiR Warta, Volvo Polska, Makro Cash and Carry, Netia, Strabag, PKO BP, Santander Consumer Bank, Vattenfall, PricewaterhouseCoopers, KMPG, Elektrobudowa, Volkswagen, Toyota, Microsoft, Puratos Polska, Netto, IKEA.



Katarzyna Gacek

trainer

A graduate of Psychology at the Jagiellonian University. At the same university, she also completed post-graduate studies in Human Resource Management. Since 2003, she has been working as a trainer and consultant. Certified Insights Discovery methodology consultant. She completed a training course "Proactive trainer in a knowledge-based organization."

She designs and conducts various training programs. As a psychologist by education, she strongly advocates an individual approach to clients. The issues related to the development of employees have taught her over the past 15 years from a number of perspectives - a trainer conducting training, a person managing training projects on the substantive and logistical side, a coordinator of trainers' teams, an internal trainer and a project manager in the Department of Learning and Development of an international corporation. The experience of working in a corporation helps her to better adapt the training to the needs of this environment.

She specializes in three areas of training: managerial skills, personal development, customer service. Her interests also include management of the Employee Experience. This is one of the themes she dealt with during her 3-year work in a large international corporation, where she actively participated in the project of implementing "new onboarding". She likes to divers her trainings using the visual thinking method.

She has extensive experience in the area of employee competence assessment - she has repeatedly designed the sessions of assesment and development center (AC / DC) and acted as a facilitator, an assessor and a person providing feedback after the session.

Her previous and current clients include: Capgemini Polska sp. z o.o., Danone Sp. z o.o., Makro Cash and Carry, Kraków Aiport, Vitrosilicon S.A., Allianz Polska, TUiR Warta, Avon Polska, Urząd Miasta i Gminy w Wieliczce, Salt Mine in Wieliczka, DRQ, ECI,.





TERMS & ORGANISATION

EDITION 57 KRAKÓW

MODULE I

10-11 October 2023

MODULE II

3-6 November 2023

MODULE III

8-10 December 2023

MODULE IV

25-28 January 2024



Training location:

Wszechnica Uniwersytetu
Jagiellońskiego, Kraków, ul.
Sławkowska 10



Hours of training:

9:00-16:30



Number of participants:

Maximum of 14 people



[Rules of participation](#)

FEES

TRAIN THE TRAINER

7 600 PLN + 23% VAT

(9 348 PLN gross)

Payment up to 15 days before the
training starts

Standard fee

7 000 PLN + 23% VAT

(8 610 PLN gross)

Payment up to 30 days before the
training starts

Discount 600 PLN

7 600 PLN + 23% VAT

(4 x 2 337 PLN gross)

Payment up to 15 days before the training
starts

Standard fee

Graduates of Schools of Wszechnica UJ
are entitled to a 5% discount
from the currently valid price of training

SINGLE PAYMENT

INSTALMENTS

Training price includes:

- 104 hours of training (13 days);
- Complete training materials;
- Lunch and coffee breaks;
- Certificate of training completion.

CONTACT PERSON

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