



**WISSENSCHAFTSLADEN BONN**

## **Workshop for trainers on Soufflearning training method- description and contents**

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### Workshop description

This workshop will provide trainers with the theoretical and practical knowledge necessary to use the Soufflearning training method in SMEs.

The trainers will get to know the main principles of the Soufflearning training method and will experience a typical work schedule of a Soufflearning process.

The Soufflearning method will be taught on the basis of practical examples, mainly created by the trainers themselves. Based on a defined starting situation with a clear required training skill the trainers will work out a suitable training plan and motivating kick-off-workshop. They will learn how to create a checklist and will try out typical accompaniments and feedback talks as role play. Finally the trainers will plan and carry out a closing workshop.

The workshop will be set up as an interactive training where trainers will share their knowledge, skills and techniques when learning the Soufflearning training method. Different methods of instruction are used, for example short lectures, discussions, pair work, moderated group work, feedback rounds and role play.

It is necessary for all workshop participants to have read the trainer manual in advance preparing questions of understanding.

## Workshop contents

<p>Welcome</p> <p>Personal introduction of trainers and workshop participants</p> <p>Expectations of the workshop participants</p>	
<p>Work schedule for today</p>	
<p>What does Soufflearning mean?</p> <p>What are the 5 principles of Soufflearning?</p> <p>Examples for the use of Soufflearning</p> <p>Possibilities for a suitable use of Soufflearning in the partner country</p>	<p>Lecture as PowerPoint presentation</p> <p>Plenum discussion</p> <p>Visualization of ideas on flip chart</p>
<p>Work schedule of a Soufflearning process</p> <p>Answering questions</p>	<p>Presentation of the work schedule of a Soufflearning process on beamer</p>
<p>Setting up a starting situation for today</p> <p>Working out a suitable training plan</p>	<p>Pair work</p> <p>Visualization of results on flip chart</p> <p>Group work and presentation with feedback</p>
<p>Planning a kick-off-workshop</p> <p>Creating a checklist</p>	<p>Group work and presentation with feedback</p> <p>Plenum discussion</p>
<p>Accompaniments &amp; feedback talks</p> <ul style="list-style-type: none"> <li>⤴ Practical examples</li> <li>⤴ Dealing with typical situations</li> <li>⤴ Handling difficult situations</li> </ul>	<p>Lecture on flip chart</p> <p>Plenum discussion</p> <p>Pair work, group work and role play</p>
<p>Planning a motivating closing workshop</p>	<p>Group work and presentation</p>

Answering last questions	Plenum discussion
Outlook Starting Soufflearning in this country Way of coaching during the next months	Plenum discussion
Evaluation of this workshop	
Farewell to all workshop participants	

Necessary equipment and room setup:

⤴ tables in u-shape

⤴ projector

⤴ two pin-boards

⤴ flip chart and flip-chart-markers

⤴ cards in DinA 5 in different  
colours