TRAINING & FACILITATION BOOTCAMP

with an intercultural focus

4th Edition

July 16th to 20th 2018

Barcelona

indiálogo

www.indialogo.es

4th TRAINER AND FACILITATOR BOOTCAMP

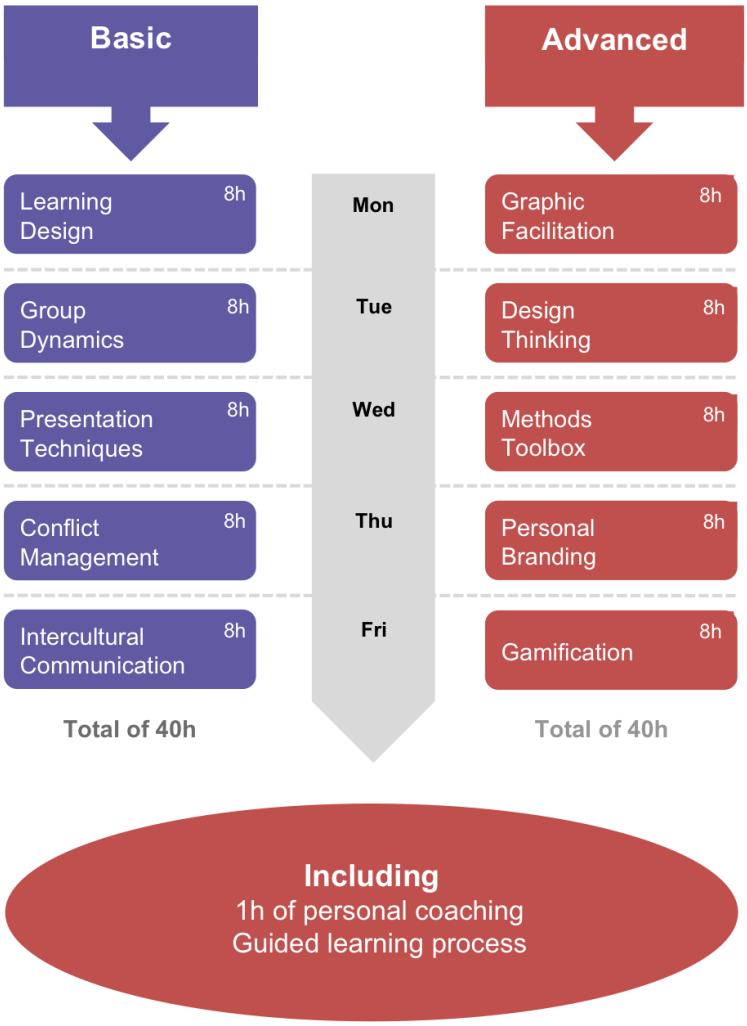
For the fourth time, the Indiálogo Institute with seat in Barcelona is offering a training program for future trainers and facilitators. For the first time, we will offer this training camp in English and compressed into a single week to allow for increased international participation. In 2018 we are organising two bootcamps:

Basic

The **Basics Bootcamp (July 2018)** is for people who would like to qualify and work as trainers or facilitators or who need to assume that role as a part of their job but don't have a lot of experience yet.

Advanced

The **Veteran Bootcamp (Sept 2018)** is for trainers and facilitators with a certain experience that would like to update their knowledge/skills, exchange experiences, tips and tricks with colleagues and get new inspiration and ideas.



Certification Workshop of the 1st Edition, April 2015 @ Betahaus BCN

DEVELOP YOUR COMPETENCES!

During the bootcamps, you will be developing the following competences:

- **Personal competence:** Develop your own training / facilitation style: give your workshops / trainings a characteristic personal touch and maximize participation using visual facilitation and other innovative methodologies.
- **Relational competence:** Establish authentic contact with your participants, guide group dynamic processes and discussions/conflicts in a constructive way to create a positive and cooperative working atmosphere.
- **Action competence:** Analyze organisations and culture, assess the needs of your clients and develop your own workshop and training designs, from needs detection to delivery of results and evaluation.
- **Intercultural competence:** Widen you intercultural horizon and develop intercultural competences in handling cultural differences and conflicts. This will not only enable you to handle cultural diversity in your trainings / workshops but also lead in the direction of offering intercultural trainings / workshops yourself.

WHY WOULD YOU WANT TO WORK AS A TRAINER/FACILITATOR?

- **Working with people:** For us, the main reason why we work as trainers and facilitators is that we really enjoy accompanying people in their learning processes, personal and professional growth. The moment that a group becomes cohesive, has that sensation of "we as a team", when they work in a concentrated way and are making progress towards their objectives, when you hear about their key learnings or are receiving feedback... All these are moments that we experience as very rewarding and almost addictive.

- **Work in itself:** Getting to know different people from different cultures, organisations and backgrounds, constant new learning and new challenges, travelling, the possibility of working in different languages and - last but not least - offering your knowledge about your own areas of expertise. These are just some advantages of our profession.

- **Economic possibilities:** Providing training and facilitation is a relatively well paid activity. Your income will depend on, amongst others, your type of clients, the sector you work for, your experience, personal strategy and so on. Also there are governmental programs in place (such as the Agencia Tripartita in Spain) that incentivize further education in companies, creating markets for trainers and facilitators.

More questions?

Schedule a personal or skype meeting with us!
sr@indialogo.es, +34 680 562 115

Day 1 - Learning Design

AN INTRODUCTION TO TRAINING AND FACILITATION

¿Do you want to learn how to ...?

- *facilitate workshops and events?*
- *teach your knowledge to other people?*
- *prepare a dynamic and successful workshop?*
- *energize participants?*
- *feel comfortable in the role of trainer / facilitator?*

The first day of the Bootcamp is an introduction to training and facilitation. You will learn the basics about learning processes, learning design, and facilitation from an integrative point of view. You will learn how to **design learning processes** for individuals, taking into account their individual predispositions, groups and organisations to develop fitting workshop and training designs. Further you will learn how to formulate learning objectives, select the right contents, pick the right dynamics and exercises and how to support it all with the adequate media.

Day 1 offers you a wide range of different **tools, methodologies and exercises** that will enable you to design your own trainings or workshops in a dynamic and interactive way.

Specifically, you'll learn how to:

- analyze different participants' profiles to detect their learning needs
- adjust your workshop / training to the organisational framework that you will be working in
- formulate clear learning objectives
- plan and design your workshop/training in a systematic way
- use an up-to-date variety of dynamic methods and exercises
- feel comfortable in the role of facilitator / trainer

Day 2 - Group Dynamics

HOW TO LEAD AND MODERATE GROUP PROCESSES

Do you want to learn how to ...?

- *successfully lead group processes*
- *win a group's trust in relatively little time?*
- *motivate a group to assume responsibility and increase participation?*
- *manage conflictive people within a group?*
- *integrate group dynamics into your training / workshop?*

Day 2 is focusing on all the dynamics that working with groups or teams comes with. Through a combination of theory and practical exercises you will observe, analyze and finally **understand group dynamics** and how to influence and guide it without manipulation.

The objective of day 2 is to improve your knowledge and skills in how to handle group dynamics in your role as trainer or facilitator. You will learn about **different models and tools** that allow your trainings/workshops to become more efficient, dynamic and powerful. Self-reflection about your own behavioral patterns and personality is an important aspect when entering group dynamics as well.

Also day 2 offers a wide variety of tools, methods and exercises to learn about and facilitate group processes.

Specifically, you will learn how to:

- understand group dynamics from a theoretical point of view
- experience and reflect on group dynamic processes and phenomena
- improve your observation skills and differentiate between self and others' perception
- give and receive critical-constructive feedback
- assume the leadership role in group processes without reverting to authority
- manage dynamic situations, critics and conflicts in group settings in a constructive way
- motivate and activate responsibility in groups
- improve your empathy and handling of social relationships
- use and work with group dynamics in your own workshops and trainings
- facilitate group dynamic exercises

Day 3 - Public Speaking and Visual Facilitation

HOW TO USE YOUR VOICE, BODY AND VISUALS TO SUPPORT YOUR MESSAGE

¿Do you want to learn how to ...

- *feel comfortable when speaking in front of a larger audience?*
- *develop your personal style of presenting and facilitating?*
- *make sure that participants understand your message and instructions?*
- *create and use clear visuals in your presentations / workshops?*
- *visualize ideas and concepts in a fast and simple way?*
- *develop your own style of graphics*

Day 3 will focus on **presentation techniques and visual facilitation,** two essential skills that trainers and facilitators use on a daily basis.

Through a lot of practice and a little theory you will learn how to:

- formulate a clear key message and supporting arguments to make your point
- manage attention, emotions and energy through the power of your voice and mimics
- formulate clear messages that will reach your audience and make sure that understanding happens
- manage your anxiety when speaking in front of a large group or loose your thread
- use graphics and other visual media to create lively and intuitive presentations
- quickly draw and visualize concepts to support discussions and processes
- develop your own graphic vocabulary with a distinctive style

Day 4 - Conflict Management

HOW TO DEAL WITH CRITICS AND DISCUSSIONS IN A CONSTRUCTIVE WAY

Do you want to learn how to ...

- detect tensions and conflicts on time?
- manage miss-communication in a group?
- manage animosities and conflicts between two different people
- harness the energy of conflicts to move on and energize the process in stead of draining it?

Day 4 focuses on **managing differences and conflicts** that might (and will) arise facilitating or training in group settings. On day 4 you will learn how to apply different models and tools to understand, manage and work with tension and conflicts in and between individuals or groups.

Specifically you will learn how to:

- diagnose and intervene in the different phases of a conflict
- use models of positive psychology to analyze and mediate in conflicts
- handle discussions between participants that are getting out of hand
- manage emotions such as aggression in a constructive way
- moderate discussions between two conflicting people or parties

Day 5 - Intercultural communication

HOW TO GET THE MOST OUT OF CULTURAL DIVERSITY

Do you want to learn how to ...

- *prepare yourself when working with a culturally diverse group?*
- *understand what's different about intercultural communication?*
- *facilitate an intercultural training or workshop?*
- *harness the power of cultural diversity in a training?*
- *understand how your own cultural roots are influencing you?*

Day 5 focuses on dealing with cultural diversity. Every day, people work more and more across countries and cultures, which means that also as a trainer or facilitator you will find **more and more cultural diverse groups** in your workshops or trainings. Cultural diversity can be a great motor and enrichment but also the source of misunderstandings and conflict. So how to deal with it?

The objective of day 5 is **to improve your intercultural competences** in general and give you tools to facilitate / train in an intercultural context. Without limiting us to simple Dos and Don’ts we will analyze different ways of thinking, feeling and acting. This also includes reflecting on your own values and behavioural patterns.

Day 5 offers you a wide selection of tools, exercises and methods to work with cultural diversity.

Specifically, you will learn how to:

- know, reflect and use the basic tools of intercultural studies such as the iceberg or cultural dimensions to understand cultural differences and similarities.
- analyze and understand your own cultural heritage and corresponding filters
- manage intercultural miss-communication
- use and manage concepts such as cultural values, direct vs. indirect communication, courtesy, dealing with mistakes, saving face, power distance, conflicts, stereotypes, vicious circles, micro aggressions...
- integrate intercultural exercises and dynamics into your trainings and workshops in order to make the most out of cultural diversity

TRAINERS

Susanne Rieger

Sociologist, certified coach, supervisor and trainer.

Susanne is a graduate Executive and Personal Coach, Supervisor and Intercultural Trainer of German nationality with more than twenty years of experience in Spain, Italy, Belgium and Germany. As the director of the training institute Indiálogo, she works as a trainer and coach for executives and teams specialised in leadership, team building, communication and intercultural diversity. She always works with the perspective of finding practical and clear solutions for her clients, be it individuals or teams.

Her clients are Executives, Manager and Teams of Multinational Companies (e.g. Volkswagen, Mahle, Deutsche Leasing), public institutions and administrations (e.g. Barcelona, Menorca, Zaragoza, Goethe Institut Barcelona), NGOs (Caritas, Medicos sin Fronteras) and Universities (e.g. EuroFH, University of Eichstätt)
She is cofounder of the German version of Biopolis, a creative table game for coaches and trainer. Her passion is to combine creativity, self-reflection and group dynamic in a way that participants can grow up themselves.

Ulrich Schubert

Psychologist, certified business coach and management trainer.

Ulrich has been training trainers and other professionals in Spain, Austria and internationally for more than 10 years. He enjoys accompanying them in their professional and personal growth and works for multinationals (e.g. Siemens, XEROX, Stepstone) as well as for NGOs and public organisations (e.g. Médecins Sans Frontières, WAFF, Austrian Chamber of Labour) in Vienna, Barcelona & beyond.

He is cofounder of _coworkshops, an interdisciplinary initiative centred on changing the paradigms of facilitation, mentoring and training, which employs group dynamics, co-creation and visual prototyping.

Additionally he is a lecturer at Spanish (ELISAVA and EUHT Sant Pol) and Austrian Universities (FH-Wien).

Cornelia Brezing

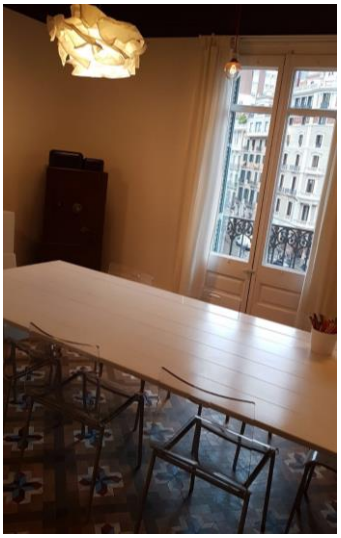
Psychologist, certified business coach and illustrator.

Cornelia is a psychologist, coach and expert in the field of visual thinking. With her coaching and business clients she works by applying visual tools to achieve their goals of growth, change and innovation.
She teaches graphic facilitation, visual thinking and sketchnotes in workshops, universities and in-company trainings and runs the meetup for sketchnotes and visual thinking in Barcelona. She is part of _coworkshops and Aula Complementa, two interdisciplinary projects for facilitation, training and coaching in Barcelona.

Her clients are entrepreneurs and freelancers who want to redefine their goals, or struggle with their intrinsic motivation and time management, as well as medium and large businesses looking for innovation and change management.

LOCATION & TIMETABLE

The Bootcamp will take place at a very beautiful and authentic location in the very centre of Barcelona. Rambla Catalunya 15. It is located 1 min walking distance from of Pl. Catalunya and easily reachable by metro and other public transport. There are plenty of restaurants, bars and shops in the area.



The bootcamp will take place from Monday 16th to Friday 20th July 2018. The training schedule will be daily (Mon-Fri) from 9h to 13h and 14h to 18h, so you will be free in the evenings to explore the city, hit the beach or do whatever strikes your fantasy...

As the bootcamps last from Monday to Friday we'd strongly recommend you to arrive early and/or stay a bit longer and enjoy a weekend in the wonderful city of Barcelona! If you need advice on where to stay, just let us know!

PRICES

Package	Price
Standard Price	1.600€
Early bird (Inscription until May 1st 2018)	1.300€
Scholarship*	1.200€

** We want our Bootcamps to be accessible for everybody, so we offer **up to 3 scholarships** for people in the following conditions: unemployed, student, maternity leave or self-employed in their first year. If you think that you qualify for one of our scholarships, please get in touch!*

More questions?
Get in touch!

Susanne Rieger
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INSCRIPTION FORM

Name/ Last Name

Address

ID Number

Profession

Motivation

e-mail

IMPORTANT:

A part from filling out the inscription form, please remember to also bank transfer the down payment of 20% to the following bank account:

IBAN	ES 29 2100 3315 21 2200146259
BIC:	CAIXESBBXXX
Holder:	Interact en diálogo
Concept:	Bootcamp_2018_Name_Lastname

If you did not agree any different terms, the rest of course fee will have to be paid before the start of the course.

Please send you inscription as soon as possible as there are only 10 places available!