Certificate supplement

1. Title of the certificate [1]

Eğiticinin Eğitimi

2. Translated title of the certificate [2]

Trainer's Training

3. Profile of skills and competences

This training program aims to provide information, skills and perspectives on the subject to individuals who are working as trainers in their current job or who want to be trainers and who want to increase the quality of their presentation.

In this training; Emphasizing that effective communication is the basis of successful education, the features that the educator should have, suggestions, how to prepare for the education, the implementation, management and evaluation of the education, and the skills and methods that the educators should know will be presented methodologically. Concepts of adult education, Professional presentation design, preparing educational content, coping with difficult participants and situations, preparing memorable and enjoyable trainings and will be able to **learn about presentation issues.**

Content of Education;

1. "Trainer" ID

Characteristics of a good trainer

Developing the trainer identity

2. Basic Concepts of Education and Adult Education

Basic concepts of education

Characteristics of adults

Basic principles of adult education

Adult learning theories

3. Instructional Design

Basic concepts and processes in instructional design

The benefits of instructional design and its contributions to instruction

Important steps in design

Commonly used instructional design models

Implementation and evaluation of instructional design

4. Teaching Methods and Techniques

Lecture

Q&A and Discussion

Group Work

Case Analysis

Simulation

Pretend Play

5. Classroom Management in Adult Education

Determination of expectations and processes

Time management
Motivation

6. Effective Communication
Communication models
Communication skills
Communication with participants with different characteristics
Presentation skills

7. Educational Technologies
The relationship between learning, teaching and technology
Web 2.0 technologies
Learning management systems (LMS)
Distance education Technologies

8. Measurement and Evaluation in Education
The place and importance of measurement and evaluation in education
Basic concepts in measurement and evaluation
Qualifications required for measurement tools
Kirkpatrick Education Evaluation Model
Measurement tools and features used in education
Considerations when preparing exam questions
Use of checklists and rubrics in performance evaluation

9. Micro Teaching Practice

4. Range of occupations accessible to the holder of the certificate [3]

Managers and manager candidates working in the education departments of public institutions or private institutions, education academies, human resources departments or other units related to education can improve their skills, who work or will work as trainers in these organizations.

5. Official basis of the certificate

Body awarding the certificate

İstanbul Esenyurt Üniversitesi Sürekli Eğitim Uygulama ve Araştırma Merkezi

Zafer Mah. Adile Naşit Bulv. No:1

Esenyurt İstanbul / Türkiye

444 9 123 / 1328

sem@esenyurt.edu.tr

Authority providing accreditation / recognition of the certificate

İstanbul Esenyurt Üniversitesi – Eğitim Kuruluşu

Level of the certificate (national or European) [1]

Grading scale / Pass requirements

Getting a score of 50 or more in the evaluation exam.

Access to next level of education / training [1]

This document does not provide access to qualifications in other fields or levels.

International agreements on recognition of qualifications [1]

Legal basis

Trainings are carried out in accordance with the "Training the Trainer Course Program (45 hours duration)", numbered 108, dated 2013-07-31, determined by the Board of Education and Discipline of the Ministry of National Education.

6. Officially recognised ways of acquiring the certificate

Evaluation will be done in three stages:

50% Written exam (to be applied in the classroom setting). 30% Product file (participants will need to prepare a product file containing the lesson plan, teaching materials, assessment tools and teaching techniques they will use. These product files will be evaluated by all faculty members contributing to the program and detailed feedback will be given to each participant about the product file). 20% Micro-teaching (After the completion of all modules of the program, each participant will make a presentation that lasts for a maximum of 10 minutes, after which the presentation will be evaluated and comprehensive feedback will be given by all faculty members and participants who contributed to the program).

"Certificate"; Those who fall below this rate are given a "Certificate of Participation".

In order to take the certification exam, it is required to attend at least 75% of each course in the program.

Description of vocational education and training	Percentage of total programme (%)	Duration (hours/weeks/months/years)
School/training centre-based	100 %	45 hours
Workplace-based	%	

Accredited prior learning	%	
Total duration of the education / training leading to the certificate		45 hours

7. Additional information

Entry requirements [1]

Istanbul Esenyurt University has been giving its certificates as E-Certificates at www.turkiye.gov.tr and www.sertifika.org.tr, as of the point where it is today in its continuous education activities it has been carrying out since 2015.

www.esenyurt.edu.tr/sem

More information (including a description of the national qualifications system) Example:

www.naric.org.uk/naric

National Europass Centre

Example: www.naric.org.uk/Europass

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[1] If applicable.