

This is TalentJourney

Training Guide

Steps to follow when offering a training

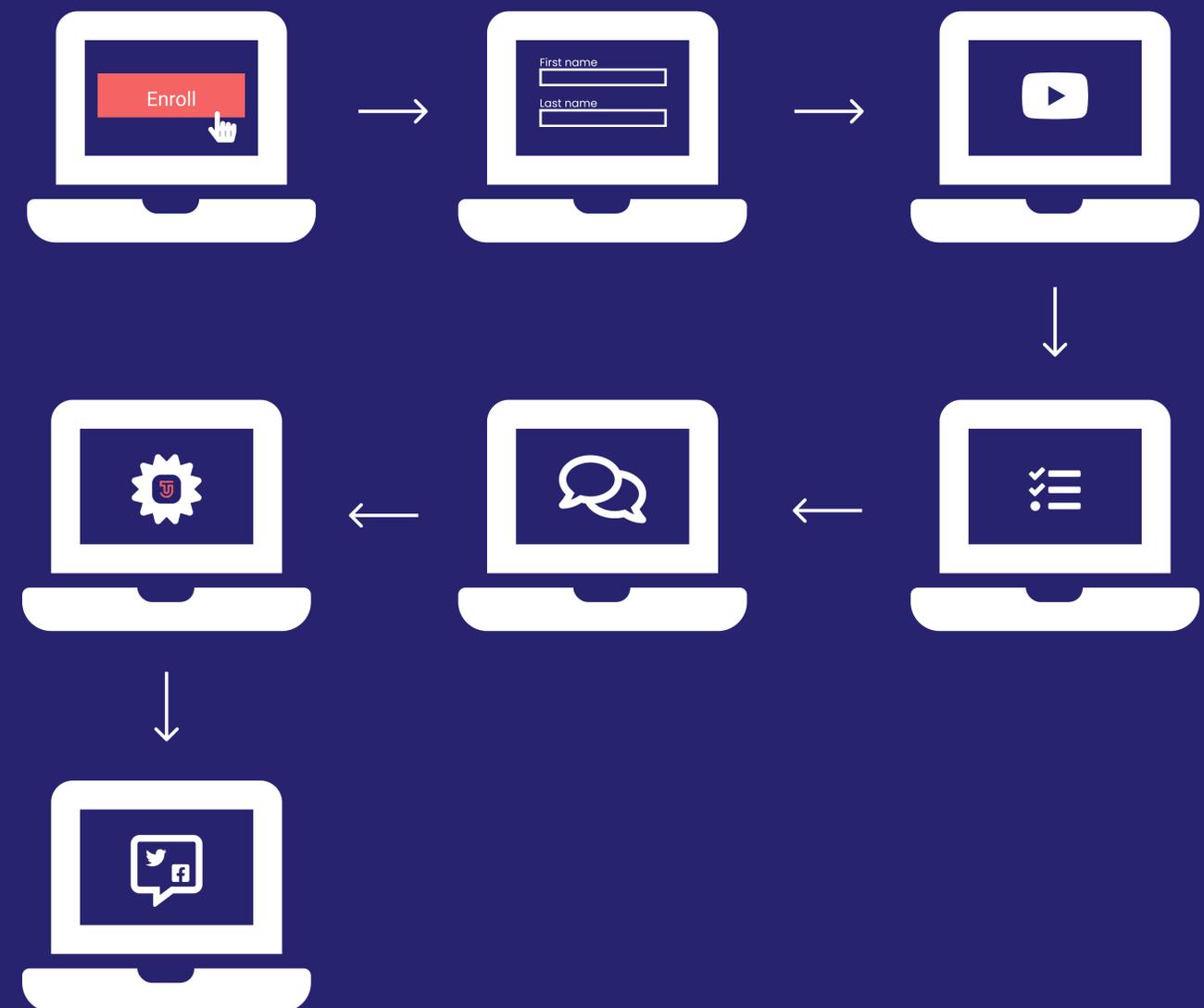
1. Contact the training provider.
2. Set the start date of the training:
 - a. training can last one day
 - b. or be split to multiple days
 - i. select most suitable days of the week
3. Training provider prepares the training (online, offline method, 2-6 hours duration).
4. Training provider prepares final exam/quiz and provides correct answers.
5. Trainer will state the pre-requirements for the training (to be able to skip to level 2 to skip basics).
6. Use tools like Moodle (automatic quiz assessment) to create quiz for final assignment.
7. Use services like Eventbrite or Google Forms to create a registration form.
8. Create marketing material and set the material publish date.
9. Ask the training provider to offer help in marketing and distribution.
10. Market the training on TJ platform and social media (eg. LinkedIn and Twitter).
11. Collect registrants.
12. Create assignment provided by the training provider:
 - a. set deadline
 - b. mention also when to expect the training certificate
13. The training provider performs the training.
14. Publish the assignment
 - a. Notify the learners
15. The training certificate is issued to the participant/learner upon successful completion of the training (e.g. receiving 70% grade to pass)
16. Require mandatory feedback from the learners.



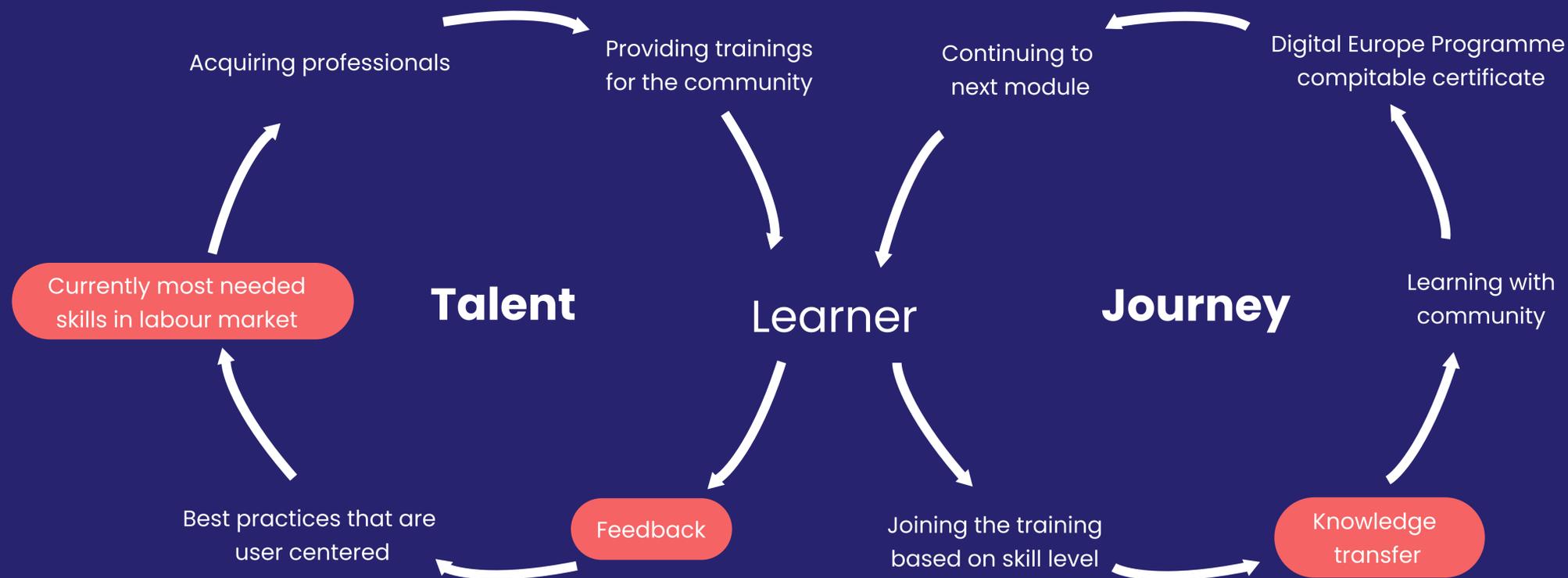
Learners Path

Learner's process in training

1. Find a suitable training on the TJ platform.
2. Register via the registration system.
3. Attend the training.
4. Submit your assignment.
5. Provide training feedback.
6. Receive a certificate.
7. OPTIONAL: Share your thoughts on TJ Platform and social media.

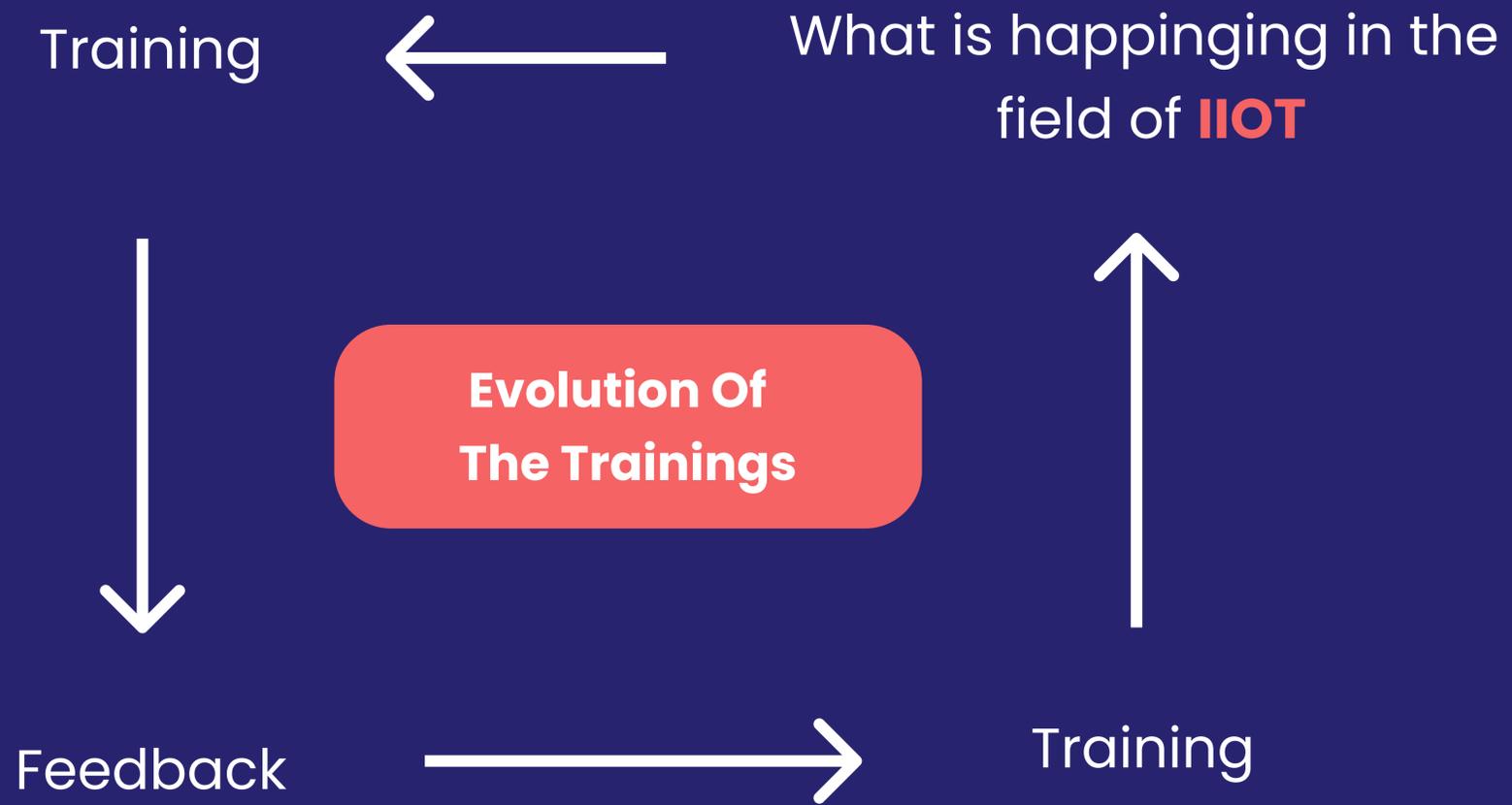


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KFC = ensures the user-oriented learning experience

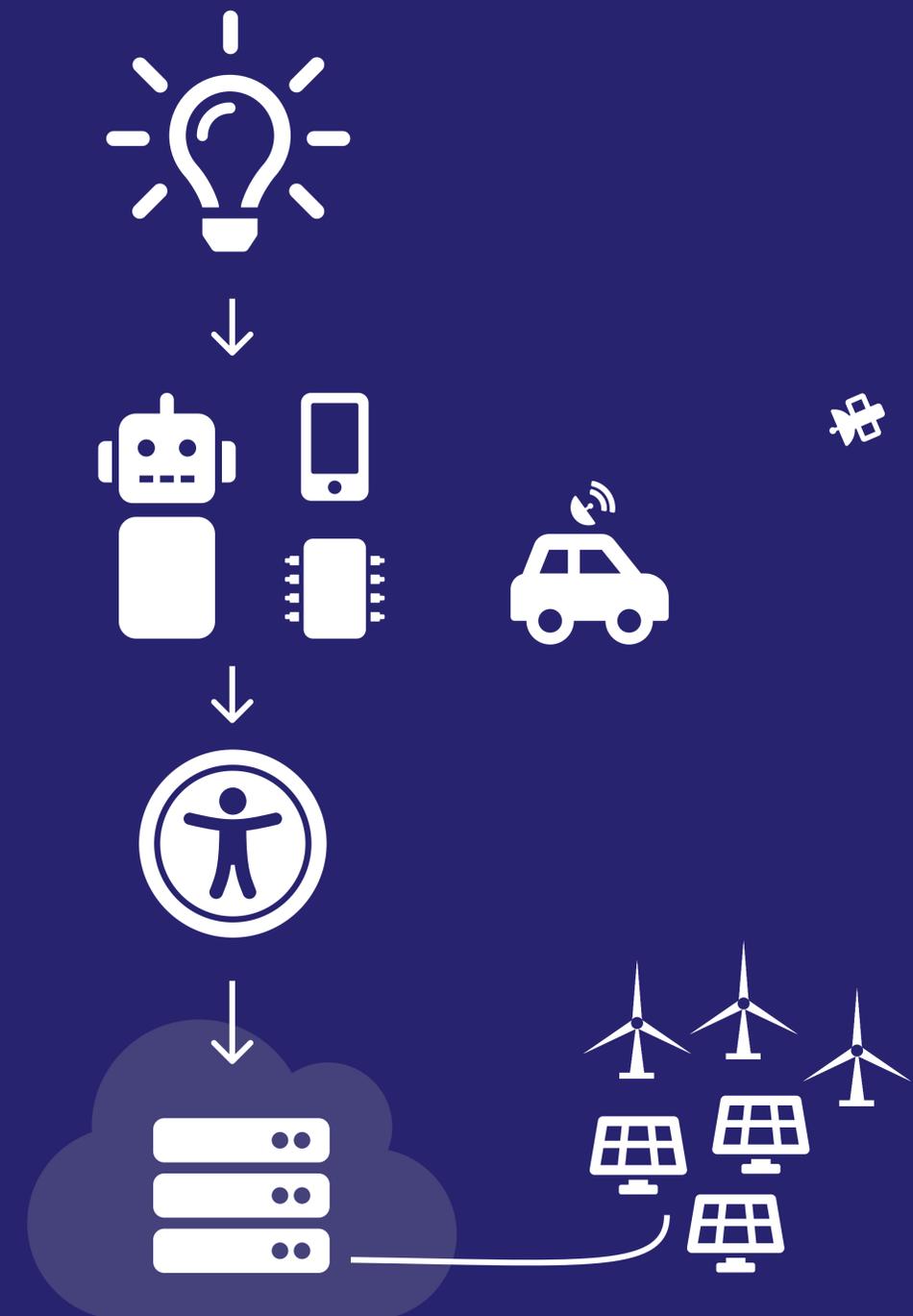
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Platform Offers

Key points and requirements

1. Innovative pedagogical approaches and methods
2. New **agile educational processes**
3. according to the needs of targets in the new era society and economy, and **IOT in smart manufacturing**
4. that provides **user-oriented, user-friendly** UI and UX
5. on a platform that is powered with **eco-friendly** solutions and services
6. like **green energy** powered grid and use and acquisition of CARBON FOOTPRINT COMPENSATED products and services



Training guide

Favor these

Produce only quality

1. Do awesome trainings by using presentations, video material, audio material and reading material together, not separately.
2. Use and create quality animations, charts and illustrations.
3. Use interactive tools to facilitate learning.
4. Remember trainer-trainee interactions even when online.
5. Use midterm interactive assignments and quizzes during the training.



Training guide

Avoid these

Big no no's

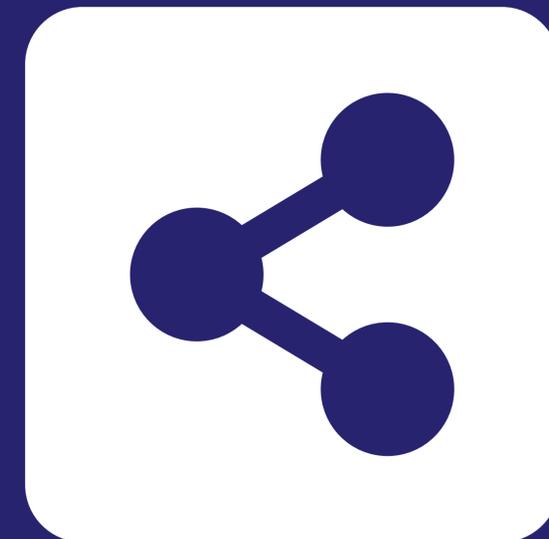
1. Poor quality audio
2. Poor quality video
3. Poorly prepared live-presentation
4. Outdated material
5. Presenter having no webcam on
6. Complex and foreign services that require personal registering



Acquiring Professionals

Think outside the box

1. VET providers, Universities, companies and start-ups are a good “no brainer” feed of new trainers
2. But also social media services like LinkedIn can offer new trainers
3. Even streaming services like Twitch and Youtube may contain trainers with up-to-date skills
4. Consider influencers as potential trainers



How to keep the learner **interested?**

Always up-to-date

1. Industry changes fast. Be sure to provide the basics but also the latest innovations
2. Provide trainings that are really needed in the industry
3. Trust the data from the labour market and evolve the trainings according to that
4. Be sure to **always** provide education that **profits the learner**

How to fund all this?

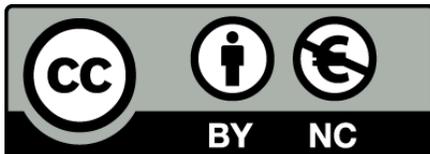
Keep the trainings always free

1. But offer also freemium
 - a. Freemium services could be lab tours and demolabs that cost
 - b. Offer more advanced content like live trainings as a freemium feature
 - c. Keep the price of freemium reasonable
2. Keep freemium content always optional not mandatory



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