

Module Handbook

TUK MODHB Homepage

Module WIW-INT-SSK2-M-1

Soft Skills – Train the Trainer (M, 3.0 LP, AUSL)

Module Identification

Module Number	Module Name	CP (Effort)
WIW-INT-SSK2-M-1	<i>Soft Skills – Train the Trainer</i>	3.0 CP (90 h)

Basedata

CP, Effort	3.0 CP = 90 h
Position of the semester	2 Sem. from WiSe/SuSe
Level	[1] Bachelor (General)
Language	[DE] German
Module Manager	Rabl, Tanja, Prof. Dr. (PROF DEPT: WIW)
Lecturers	Scheitler, Lena, M. A. (WMA DEPT: WIW)
Area of study	[WIW-HRMOB] Human Resource Management, Leadership, and Organization
Reference course of study	[WIW-88.21-SG#2009] M.Sc. Business Studies (2009) [2009]
Lifecycle-State	[AUSL] Phase-out period

Notice

Will not be offered anymore from winter term 2020/2021 on! For further information, click here: <https://hrmob.wiwi.uni-kl.de/studium/lehrprogramm-bachelor/soft-skills/> and <https://hrmob.wiwi.uni-kl.de/studium/lehrprogramm-master/soft-skills-train-the-trainer/>.

- Participation in four-day trainer education (in the winter term)
- Written exam (90 minutes; in the winter term)
- Training practice (2-3 two-day trainings depending on capacity optionally in the summer term, winter term, or distributed over both terms following on the trainer education).

The 40 training education places are assigned based on a structured application and selection process in the summer term before the training education.

Courses

Type/SWS	Course Number	Choice in Module-Part	SL	PL	CP	Sem.
3U	WIW-INT-SSK2-K-1	P	PRAK	no	4.0	WiSe/SuSe

- About [WIW-INT-SSK2-K-1]: Title: "Soft Skills – Train the Trainer"; Presence-Time: 42 h; Self-Study: 78 h
- About [WIW-INT-SSK2-K-1]: The study achievement "[PRAK] practical exercises (successful participation)" must be obtained.

Evaluation of grades

The module is not graded (only study achievements)..

Contents

From [WIW-INT-SSK2-K-1] Soft Skills – Train the Trainer:

Exercise course: Soft Skills – Train the Trainer (start in winter term; depending on capacity, training practice optionally in the

following summer term and/or the following winter term)

Students acquire soft skills that are relevant for professional practice. They receive a free of charge four-day trainer education,

in which they are taught competencies in one of four topics (i.e., Conflict Management, Moderation Techniques, Presentation

Techniques, or Self and Time Management) and trainer competencies. Following the trainer education, they put into practice

what they have learned and gain training experience in leading soft skills trainings for bachelor students.

Competencies / intended learning achievements

Upon successful completion of the module, students will be able to

- critically evaluate different presentation, moderation, conflict management, and/or self and time management techniques;
- choose, defend, and apply suitable presentation, moderation, conflict management, and/or self and time management techniques;
- critically evaluate different methods, strategies, and action plans for training situations;
- choose, defend, and apply suitable methods, strategies, and actions plans for training situations;
- develop, propose, and realize solutions for challenges that arise in training situations.

Literature

From [WIW-INT-SSK2-K-1] Soft Skills – Train the Trainer:

- Flume, P. (2005). *Karrierefaktor Rhetorik*. Freiburg: Haufe.
- Kleber, K., Schrader, E. & Straub, W. G. (2006). *Moderations-Methode. Das Standardwerk* (3. Aufl.). Hamburg: Windmühle.
- Lipp, U. & Will, H. (2008). *Das große Workshop-Buch: Konzeption, Inszenierung und Moderation von Klausuren, Besprechungen und Seminaren* (8. Aufl.). Weinheim: Beltz.
- Rimser, M. (Hrsg.) (2009). *Skills für Trainer Version 2.0: Arbeitshandbuch für Ausbilder, Trainer und Dozenten* (2. Aufl.). Münster: Books on Demand.

Requirements for attendance of the module (informal)

None

Requirements for attendance of the module (formal)

Successful completion of the structured application and selection process

References to Module / Module Number [WIW-INT-SSK2-M-1]