



Edwin Lemke
Training by Understanding

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AdA International Basic

AdA International Basic - Overview Training Procedure

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AdA International Basic

This Dual Vocational Training gives the participants or new trainers the competency in accordance with the German System which leads to extraordinary productivity and innovation skills.

The training specifies how vocational and professional skills can be combined with activitybased and process-oriented content. It aims to develop and encourage individual occupational expertise, as well as a flexible adaptation to constant change of working environment.

The training brings out trainers who are specially qualified for their assignment and eligibility for their operational practice. This is being certified by an objective examination. The AdA International Basic Training involves 4 Steps:

1st Step	Evaluate Training Requirements
2nd Step	Prepare Training and Participate in Selecting Apprentices and Trainees
3rd Step	Conduct Training
4th Step	Complete Training

Special features are:

- First class Trainer
- Qualification concept according to German standards
- Adjusted curriculum
- Practice-approved learning materials
- Quality seal by AHK-certification
- Training and Examination in English

Trainer Prerequisites

The AdA training of trainers is the ideal training for all professionals who want to pass on theoretical know-how and practical knowledge to trainees as an instructor. If you have already completed vocational training in the commercial, technical or service field and have pedagogical skills, you have the best qualifications for the training of trainers.

Trainers must have the necessary technical knowledge, but also acquire organizational, educational, psychological and legal knowledge. You can already complete the training without special prior knowledge. After passing the AHK exam, you will then have the training qualification.

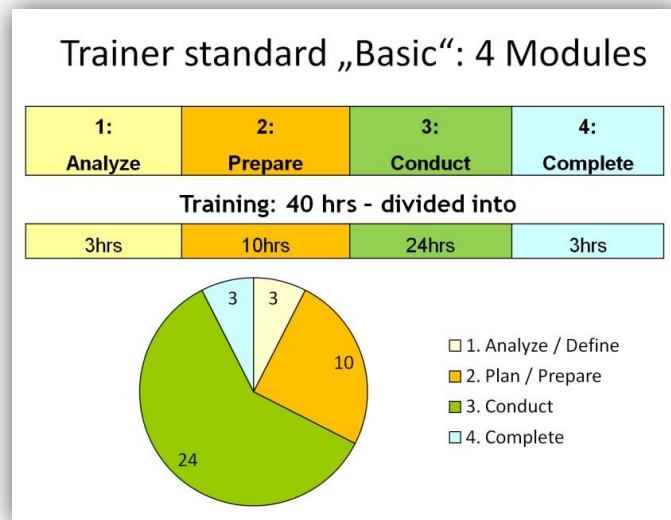
Dates, location, duration

Training location, date and schedule will be defined in cooperation with the correspondent party (AHK, GTZ etc.).



Number of hours of instruction and timetable

According to the German standard the training covers 4 modules:



The modules are covered within a specific timetable as:

Day	Topic	Module/hrs
1 morning	Beginning – 1 st presentation	5
afternoon	Work place analysis, identify work tasks/processes, requirements	3
2 morning	Check – discuss – define concrete steps -> transfer	2
afternoon	Goals – action ability – didactic -> presentations	6
3 morning	Planning: Goals – content – methods - places	4
afternoon	Presentations: Methods and media	4
4 morning	Planning: Cooperation	4
afternoon	Social/personal development - > transfer and presentation	4
5 morning	Transfer (Learning accesses), examination, certification	3
afternoon	Control/evaluation of development	5



Methods

Teaching methods are

- Presentations (slides, films, flipcharts, cards) and input
- Discussion in plenum and in working groups
- Presentations by every participant
- Specific and personal feedback – by trainer and by co-learners

Examination Process

The final examination is organized by the AHK (or equivalent host), composed by



The written examination is defined by case related questions with multiple choice which are given by the DIHK (DIHKGesellschaft für berufliche Bildung - Organisation zur Förderung der IHK-Weiterbildung mbH).

The practical examination means a presentation for about 12 minutes (+/- 3 mins) of a training situation; the content, the goals and the training group is defined by the candidate. All criteria are clearly defined and described, and also well-known by the candidate.

Furthermore, the examination includes a professional discussion with the examination board about the presentation; this might mean methods, goals or communication skills.

The certification is successfully passed with more than 50% of the possibly reachable points.

Training by Understanding also provides all trainees who are successfully participating with a personal certification.

As we are not focusing on technical knowledge and competencies, and we do not need specific software licenses and technical equipment. A personal smartphone and an internet access could be helpful.



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The organizing party (as AHK i.e.) defines any tuition fees or examination fees - as well as the purchase of learning materials (e.g. books). Our recommendation is to use the material which the DIHK provides.

The terms and conditions of payment will be agreed in the specific contract between organizing party and the trainer – the same as cancellation, withdrawal and refund policies. The trainer will use a specific feedback sheet with specific questions so that we get an effective feedback about the training and the trainer. Participants requests, suggestions and complaints will be carefully analysed and taken into consideration for the next training project.

Your trainer: Edwin Lemke

- Trainer, consultant, author, speaker
- Training and teaching experience for more than 25 years
- Global leadership and trainer training in over 25 countries

Since 2016:

Successfully completed the first training sessions “AdA International Basic (AHK)” in Manila, Kuala Lumpur, Skopje in English and in Taipei in Chinese (with interpreter)

2014:

In cooperation with the AHK Bangkok, developed the certificate training "Train the Trainer in Business (AHK)"

- Industry experience: IT, Telecommunications, Automotive (TE) and others.
- Educator with two degrees and practical vocational school teacher experience
- Wholesale and foreign trade expert and instructor
- International NLP trainer
- With more than 50 years of life experience



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What we need for our AdA training:

List of learning resources

- 2 flipcharts + lots of paper (min 120)
- 25 black markers – and other colors for each 5 participants
- colored crayons
- adhesive tape (to stick flipchart paper at the walls)
- 4 pin boards with lots of cards and pins
- 2 scissors

Learning environment

- projector + screen + speakers (VGA or HDMI connection)
- tables placed in u-form

sufficient space for group work (separate room if available)