

Train The Trainer

Didactical and pedagogical development for trainers



SCAN ME

A comprehensive course enabling practising watchmakers in charge of training to develop a structured approach and acquire key strategies for effective adult learning.



Watchmakers of Switzerland Training and Educational Program
Centre Suisse de formation et de perfectionnement horloger



WOSTEP – WHO ARE WE?

Founded in 1966 and supported by the Swiss watch industry, the Fondation WOSTEP, located in the cradle of watchmaking in Neuchâtel, offers training programs covering several watchmaking professions. As a reference centre for watchmaking training and development worldwide, the Fondation WOSTEP transmits unique know-how through cutting-edge teaching. The range of training programs and consulting services offered by WOSTEP are considered quality standards. Employers around the world recognize WOSTEP certification as a proof of technical competence and demonstration of a solid training.

The neutral and independent Fondation WOSTEP is supported by 6 active members who together generate 90% of the turnover of the watch industry in Switzerland. Its ambition is to preserve and promote Swiss know-how abroad. Two pillars of the Foundation are the courses offered in Neuchâtel and the partnership with several schools abroad. The standardization of training programs and evaluation criteria implemented in cooperation with the industry ensures a true Swiss Made on a global scale.

With more than 50 years of experience, WOSTEP manages innovative projects with the close support of its members and donors and positions itself as a real training and skills center of the future.

CERTIFYING TRAINING

The Neuchâtel school offers certifying training in watchmaking and polishing.

The watchmaking programs are run through a phase of Watch Technician, then Customer Service Watchmaker after one year. Finally, Watchmaker is the additional year more specialized in manufacturing which allows to arrive at a panel of knowledge worthy of traditional haute horlogerie. The student develops in-depth and specific skills in tool maintenance, diagnosis with defect identification, maintenance, movement adjustment, complete service, polishing, precision adjustment, micromechanics and watch manufacturing.

The Customer Service Polishing Technician is a program that allows the reconditioning, disassembly and reassembly of watch cases and bracelet components made of various base metals according to their technical and aesthetic characteristics.

These certification programs make it possible to reach a high level in watchmaking and polishing careers with specific opportunities in international haute horlogerie.

Note: Certificates – titles recognized for their practical part by the Convention Patronale de l'Industrie Horlogère Suisse (Swiss Watch Industry Employers Federation) / based on governmental orders of the SEFRI (Secrétariat d'Etat à la Formation, à la Recherche et à l'Innovation (SERI - State Secretariat for-Education, Research and Innovation).

COURS À LA CARTE

To complete our offer, the school hosts multipurpose courses. Practical or theoretical à la carte courses can be developed and implemented on demand. Train the Trainer, Precision Timing, Chronograph, Turning, as well as modular and specific polishing courses, such as laser welding refilling, are given regularly.

More details can be found on our website.

COURSE CURRICULUM

Course description

The *Train The Trainer* Fondation WOSTEP 2 weeks course provides prospective watchmaking instructors and trainers with the necessary competencies and confidence to ensure effective teaching to adult learners. Participants will develop their communication and pedagogical skills and acquire key competencies for successful lesson planning and instruction, as well as evaluating learning outcomes.

C70 – DIDACTICS - TRAIN THE TRAINER



Duration: 2 weeks

Main topics

| Chapter 1 | Chapter 2 | Chapter 3 | Chapter 4 |
|----------------------------|--|--|--|
| Communication basics | General knowledge on adult learning and training | Accurate formulation of educational objectives | Development of lesson plans |
| ↓ | ↓ | ↓ | ↓ |
| Public speaking | Reflection on planning lessons according to simple didactic models | Adaptation of training contents | Development of course materials and effective use of media |
| ↓ | ↓ | ↓ | ↓ |
| Elements in group dynamics | Reflecting on our attitudes and behaviour in our role as a teacher | Simple evaluation methods | Managing group dynamics and conflicts |
| | | | ↓ |
| | | | Final assessment |

Career opportunities

With the *Train The Trainer* course successfully completed, candidates have opportunities to work in general or brand-specific adult training environments i.e., at service-centres, distribution networks or brand-boutiques.

This further training allows participants to:

- prepare, facilitate and evaluate watchmaking training sessions
- achieve immediate results in daily practice
- benefit from the opportunity to share experience with other professionals.

Requirements and target audience

The *Train The Trainer* course is open to all practicing watchmakers in charge of training, or occupying a position in adult training environments, where communication of technical knowledge is needed (workshop supervisors, training managers). To enrol for the course, there are no mandatory candidate requirements, however it is recommended to have some comprehension of communication and didactics. Candidates who wish to attend are invited to fill out and submit the enclosed preliminary self-assessment sheet when registering for the course.

TIMETABLE AND PARTICIPANTS

- Monday to Friday: 08:30 – 12:00 / 13:30 – 17:00.
- Followed by individual work on the WOSTEP premises each day until 18:00 if needed.
- Maximum 6 participants per session.

LOCATION

Fondation WOSTEP, Rue des Saars 99, 2000 Neuchâtel, Switzerland.

REQUIRED MATERIAL

Participants are requested to bring their own laptop and any additional electronic tools they feel confident with.

MEALS

Meals are not provided and are at the participants cost.

ACCOMMODATION

Participants will receive a list of hotels in Neuchâtel with the confirmation of the course in order to make their own reservation.

COURSE FEE

- CHF 4'200.- per person (accommodation and meals not included)
- -10% discount for donators
- -75% discount for Partnership teachers
- -25% discount for active members

ATTESTATION

An attestation will be delivered upon completion of the course.

TRAIN THE TRAINER COURSE REGISTRATION

Session selection

Please indicate your choice of session date/period*:

**Select from published program/course dates online or enclosed flyer.*

Personal details – please fill in CAPITAL letters

Ms. Mr.

Last name (s):

First name (s):

Employer:.....

Present occupation and responsibilities:

Mailing address

Name / Company name (if applicable):.....

Street address, n°:

Post office box:

Zip Code - City:

Country:

Home phone:

Work phone:

Mobile phone:

Home e-mail:

Work e-mail:

Invoice address (if different from the above mentioned)

Name / Company name (if applicable):

Contact person:

Street address, n°:

Post office box:

Zip Code – City:

Country:

WHERE/HOW DID YOU HEAR ABOUT WOSTEP?

WOSTEP student(s) Employer Advertisement Internet

Other:

Date: Signature:

To register for the course, kindly complete this form and send to wostep@wostep.ch or register directly through our website under www.wostep.ch/training/programs.

PRELIMINARY SELF-ASSESSMENT – TRAIN THE TRAINER

Evaluate your level of understanding/acquisition for the criteria below, using the following scale:

- Level 1:** I have an idea; I have heard about it.
- Level 2:** I am beginning to put this into practice.
- Level 3:** I already possess some experience.
- Level 4:** I practice with confidence.
- Level 5:** I have a structured approach to the subject.
- Level 6:** I could coach my colleagues, help them to ensure training.

| | Level of understanding / acquisition | | | | | |
|---|--------------------------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Cognitive skills | | | | | | |
| Analyse given framework conditions | | | | | | |
| Analyse target groups | | | | | | |
| Capturing the characteristics and potential of specific learner groups | | | | | | |
| Summarize discussions, presentations, questions and learner positions, highlight key points, make the point and prepare for the next learning stage | | | | | | |
| Approach | 1 | 2 | 3 | 4 | 5 | 6 |
| Conduct a simple didactic analysis | | | | | | |
| Plan training sequences taking into account the guidelines, framework conditions and time available | | | | | | |
| Use simple methods for verifying the achievement of objectives | | | | | | |
| Conduct a simple course evaluation | | | | | | |
| Didactic and methodological know-how | 1 | 2 | 3 | 4 | 5 | 6 |
| Formulating objectives for training sequences and choosing didactic contents | | | | | | |
| Define criteria for assessing the achievement of objectives | | | | | | |
| Implement methods that increase motivation and promote learning | | | | | | |
| Know-how in group dynamics | 1 | 2 | 3 | 4 | 5 | 6 |
| To perceive the interactions within the group | | | | | | |
| In the case of perturbation elements, to search for a solution of the problem | | | | | | |
| Communication skills | 1 | 2 | 3 | 4 | 5 | 6 |
| Provide structured inputs and clear tasks | | | | | | |
| Visualize central concepts | | | | | | |
| Adapt your expression to a target group | | | | | | |
| Give feedback to learners about their progress | | | | | | |
| Relational capacities | 1 | 2 | 3 | 4 | 5 | 6 |
| Support the motivation and interest of the participants in the content by their own commitment | | | | | | |
| Valuing participants' questions, tasks and interventions as well as the contributions they make | | | | | | |
| Moderate the moments of discussion | | | | | | |
| Self-reflection and self-evaluation | 1 | 2 | 3 | 4 | 5 | 6 |
| Reflect on your own behaviour and how you act after a training session and draw the consequences | | | | | | |
| Compare planning to actual progress | | | | | | |
| Check the coherence between the didactic approach, the objectives and what has been achieved | | | | | | |
| Reflect on your behaviour and interventions | | | | | | |
| Assess your strengths and weaknesses | | | | | | |
| Identify your potential development | | | | | | |

Please reconfirm your choice of session date/period*:

Last name: First name:

To register for the course, kindly complete this form and send to wostep@wostep.ch or register directly through our website under www.wostep.ch/training/programs

