

**TRAINING COURSE: Title**

SYLLABUS

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# Training Module “X”

# “Training course title”

**“Training Period”, “Host Organization”, “Location”**

*Introduction*

## Training aims.

*Text*

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| The aims of the training are determined by taking into account the training needs of all interested parties, which includes the regulatory requirements. The training aims could include one or more of the following:* Identification of the content to be included in the training;
* Specification of the regulations, guides or other requirements relating to the topics covered;
* Explanation of the work practices, equipment usage and procedures for which the training is to be provided.)
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## Learning outcomes.

*Text*

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| After determining the aims of the training, the learning outcomes can be defined. Learning outcomes are described by the European Qualifications Framework (EQF) as statements of what a learner knows, understands and is able to do on completion of a learning process [2]. They are the knowledge, skills and attitudes (= competences) that the learners are expected to have attained and mastered upon successful completion of the training course. Typically, learning outcomes have measurable outcomes and can be assessed through some type of testing procedure. Therefore, a list of learning outcomes appears as a series of statements that can be described in a full sentence as follows:“Upon successful completion of this training course, participants should be able to…”This sentence is than usually followed by an action verb which is specific to the type of learning outcome in terms of knowledge and skills. Examples of these action verbs can be found in Bloom’s taxonomy, which is one of the best aids to writing good learning outcomes (see Appendix A-D13.5.Quality Criteria)  |

## Training course description.

*Text*

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| * **Pre-requisites for the participants**. The entry-level requirements of the participants (see D13.5.Quality Criteria)
* **Delivery strategy**. Classroom-based training (face-to-face training), On the job training (OJT), Practical sessions (laboratory, mock-up and workshop training), Distance learning (Webinars and/or e-learning modules to deliver in an asynchronous way)
* **The number of participants** (taking into account the capacity of the training room and trainers, as well as the pedagogic efficacy).
* **Content outline and Lesson plans**. Developed to reflect the aims and learning outcomes of the training. The content may be divided into modules When preparing the training course:
* **Evaluation strategy**.
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## Timetable of the training module “X”: “Training course title”

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **8:45-9:45** | **10:00-11:00** | **11:15-12:15** | **13:30-14:30** | **14:45-15:45** | **15:45 -17:00** |
| **A – Monday**  | **A.1 “Lecture title”***“Lecturer’s name”, “Organization”* | **A.2 “Lecture title”***“Lecture’s name”, “Organization”* | **A.3 “Lecture title”***“Lecture’s name”, “Organization”* | **A.4 “Lecture title”***“Lecture’s name”, “Organization”* | **A.5 “Lecture title”***“Lecture’s name”, “Organization”* |
| **B – Tuesday** | **B.1 “Lecture title”***“Lecture’s name”, “Organization”* | **B.2 “Lecture title”***“Lecture’s name”, “Organization”* | **B.3 “Lecture title”***“Lecture’s name”, “Organization”* | **B.4 “Lecture title”***“Lecture’s name”, “Organization”* | **B.5 “Lecture title”***“Lecture’s name”, “Organization”* |
| **C – Wednesday** | **C.1 “Lecture title”***“Lecture’s name”, “Organization”* | **C.2 “Lecture title”***“Lecture’s name”, “Organization”* | **C.3 “Lecture title”***“Lecture’s name”, “Organization”* | **C.4 “Lecture title”***“Lecture’s name”, “Organization”* | **C.5 “Lecture title”***“Lecture’s name”, “Organization”* | **C.6 “Lecture title”***“Lecture’s name”, “Organization”* |
| **D – Thursday** | **D.1 “Lecture title”***“Lecture’s name”, “Organization”* | **D.2 “Lecture title”***“Lecture’s name”, “Organization”* | **D.3 “Lecture title”***“Lecture’s name”, “Organization”* | **D.4 “Lecture title”***“Lecture’s name”, “Organization”* | **D.5 “Lecture title”***“Lecture’s name”, “Organization”* |
| **E – Friday** | **E.1 “Lecture title”***“Lecture’s name”, “Organization”* | **E.2 “Lecture title”***“Lecture’s name”, “Organization”* | **E 3 “Lecture title”***“Lecture’s name”, “Organization”* | **E.4 “Lecture title”***“Lecture’s name”, “Organization”* | **E.5 “Lecture title”***“Lecture’s name”, “Organization”* |

## Contents of the training module “X”: “Training course title”

* Day 1 – “Title”

|  |  |
| --- | --- |
| Slot of time |  |
| Lecture | A1. “Lecture title” |
| Name | “Lecturer’s name” |
| Affiliation | “Organization” |
| e-mail |  |
| Tel |  |
| Synopsis |  |
| Transition to next talk |  |
| Keywords |  |

|  |  |
| --- | --- |
| Slot of time |  |
| Lecture | A2. “Lecture title” |
| Name | “Lecturer’s name” |
| Affiliation | “Organization” |
| e-mail |  |
| Tel |  |
| Synopsis |  |
| Transition to next talk |  |
| Keywords |  |

|  |  |
| --- | --- |
| Slot of time |  |
| Lecture | A3. “Lecture title” |
| Name | “Lecturer’s name” |
| Affiliation | “Organization” |
| e-mail |  |
| Tel |  |
| Synopsis |  |
| Transition to next talk |  |
| Keywords |  |

* Day 2 – “Title”

|  |  |
| --- | --- |
| Slot of time |  |
| Lecture | B1. “Lecture title” |
| Name | “Lecturer’s name” |
| Affiliation | “Organization” |
| e-mail |  |
| Tel |  |
| Synopsis |  |
| Transition to next talk |  |
| Keywords |  |

|  |  |
| --- | --- |
| Slot of time |  |
| Lecture | B2. “Lecture title” |
| Name | “Lecturer’s name” |
| Affiliation | “Organization” |
| e-mail |  |
| Tel |  |
| Synopsis |  |
| Transition to next talk |  |
| Keywords |  |

## Short career summary of the lecturers

**“Lecturer’s name”, “Organization”**

Text

**“Lecturer’s name”, “Organization”**

Text

**“Lecturer’s name”, “Organization”**

Text

**“Lecturer’s name”, “Organization”**

Text

**“Lecturer’s name”, “Organization”**

Text

Etc.