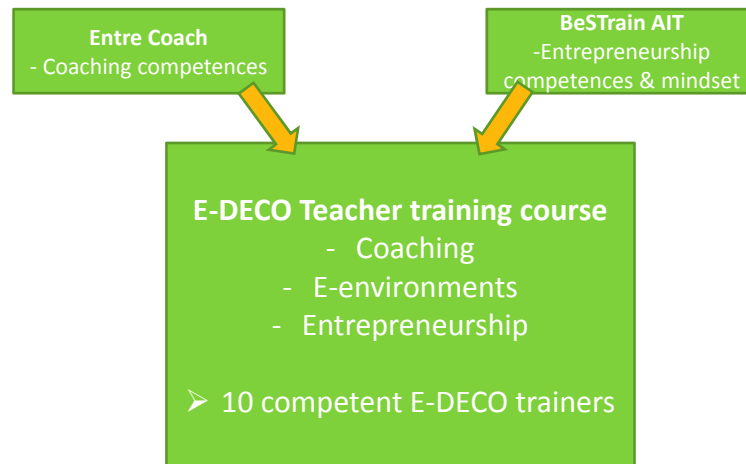


E-DECO trainer course, WP3

Marika Alhonen and Taina Mikkola
HAAGA-HELIA University of Applied Sciences

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The aim of WP3, teacher training course 1



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Description of activities

- Haaga-Helia
 - defines **the E-DECO competencies** following WP2
 - uses the transferred Entre-Coach course outline and the transferred AIT from BesTrain to **create a course outline & methodology for course 1**
 - develops the **E-DECO user guide**
 - **implements the E-DECO training course and evaluate it**
 - **recommend and co-create the changes** based on evaluation
- All partners review the E-DECO competences and contributes to the creation of course 1 outline and methodology

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E-DECO competences

Coaching

- [ICF coaching competences](#)
- Understanding of own role as a coach /teacher
- Ability to choose coaching tools suitable for oneself / learners / context
- Having a strong interest in developing other people
- Having a strong commitment to one's own development

Entrepreneurship

- Seeing entrepreneurship as an attitude and a mindset
- Having drive and passion for what they do, and is able to take risks
- Being able to take action, accept failure and strive for learning
- Understanding the importance of networking and being able to develop them
- Thorough self-esteem as the foundation

Teaching in e-environments

- Courage to try out new e-tools
- Ability to be comfortable with using e-tools in teaching
- Adaptation of own communication style to suit the e-environment
- Ability to adapt central principles of "gamification" to own work

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E-DECO methodology

- The foundation consists of the basic communication tools used in coaching (see Entre-Coach).
- After the course the participants will
 - have experience of coaching others and of being coached themselves.
 - will be able to apply a coaching attitude to both one- to-one exercises and group exercises.
 - have personal experience of trying out any tools used in the teacher training.
 - have insights of why to choose a certain tool, how the tools work and be able to facilitate the use of the tools.
- The participants will take an active role in the workshops and also between the sessions.

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Outline of E-DECO course 1

Pre-activity

- Self-awareness task: analysis of own strengths and communication style + sharing of main findings on the chat tool to be used during the entire training process. [Jongla](#) is currently being tested by the trainers.
- Reflect on own role as teacher vs coach
- List and share good books, links, videos and other references (coaching, entrepreneurship, learning) in the chat tool

During the 5-day workshop

- Entre-Coach-tools
- Entrepreneurship-tools
- Learning & thinking-tools: How to create basis for thinking and learning?
- Using different methods: Demo/intro, practice in pairs / groups, speed dating, playing games, going out, mentor sessions, "real practice"
- Reflection and building insights : using a work-book during the entire training
- Learning how to train

Post-activity

- Try out the different tools with 2-3 clients at least 2 hours per client
- Start working on the pilot plan : peer coaching 2-3 hours
- Reflection on own learning and development as teacher/trainer and commitment to doing differently: workbook + chat
- Joint session for entire group on telephone / Adobe pro
- Close to the pilot: joint session for the entire group: how has own role changed

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E-DECO gamification

- SURPRISES – CHALLENGES – ACTIVATION – INFORMATION CREATING & SHARING – CO-CREATION – EMOTIONS
- Applying games to work routines means **activating the brain, re-considering own attitude and role, and doing differently.**
- How to transfer the strong commitment, sense of experiences and excitement from the world of games to learning?
- WHY do people play? Not how or with what.
- The game principles are present in all of activities in the E-DECO training so that the trainers get used to them from the start and can transfer the attitude and ways of working to their own organizations.

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E-DECO materials

- E-DECO trainers manual: simple and visual
 - E-DECO tool set (chosen Entre-Coach tools, entrepreneurial tools, e-tools)
- E-DECO workbook: evaluation of starting point and result after training, ongoing updates on activities, questions and insights
 - Traditional workbook or e-tool?

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E-DECO tool set

- Entre-Coach tools:
 - Listening, Questioning, Summarizing, Mirroring, Goal Setting, Action Plan, Working with Values, Decision Balance, Competence Pillar
- Thinking tools
 - Using coaching tools with groups, in lectures,
 - applying coaching over a distance

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E-DECO tool set

- Entrepreneurial tools:
 - Pitching: <https://www.pitch.fi/>
 - Business Model Canvas: <http://businessmodelgeneration.com/>
 - Lean Startup Circle Wiki
<http://leanstartup.pbworks.com/w/page/15765221/FrontPage>
 - Finding Purpose, the Why-questions: <https://www.startwithwhy.com/>
 - Risk taking
 - Agile Development <http://agilescout.com/>
 - Networking (stakeholder analysis, events, pitches)
 - ~~Project management~~
 - ~~CRM~~
 - ~~Sales & Marketing~~

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E-DECO tool set

- Teaching in e-environments
 - Jongla chat to share insights
 - WhatsApp
- Online co-operation tools
 - <http://wridea.com/>
 - <https://about.yammer.com/pricing/yammer/>
 - <http://conceptboard.com/>
 - <https://www.flowdock.com/>
 - <https://www.thoughtbox.es/>
 - <https://slack.com/>

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Trainer's Manual

- See Future Track
- Pitching: <https://www.pitch.fi/>
 - Esim. pitsataan miten myydään pilotti oman organisaation johdolle
- Business Model Canvas: <http://businessmodelgeneration.com/>
- Finding Purpose, the Why-questions: <https://www.startwithwhy.com/>
 - esim työkaluna golden circle, kysymyssarja...
- Networking (stakeholder analysis, events, pitches), katso DEM
- Risk taking, lautapeli, drama
- Online tools, blogging, chats, co-operative tools, FB, Instagram
- Entre-Coach tools:
 - Listening, Questioning, Summarizing, Mirroring, Goal Setting, Action Plan, Working with Values, Decision Balance, Competence Pillar
 - Wheel of life: jokainen tekee, coachataan koko ryhmää porukkana, hyvät kysymykset
- Thinking tools
 - Using coaching tools with groups, in lectures,
 - applying coaching over a distance
- Ympäristön vaikutus oppimiseen ja ryhmän toimintaan
- Erilaisen oppimisen huomioiminen, artsut toimivat toisille
- Luottamuksen rakentaminen
- Self-awareness and own role as teacher vs coach ; filters, world view, communication style, motivation / drivers

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Workbook

- See Future Track

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List of references

- Virtual coach, virtual mentor, edited by David Clutterbuck and Zulfi Hussain, 2010
- Level Up: Työruutiinit peliksi, Sonja Ängeslevä 2014
- Kaikkien aivot käyttöön, Sirkku Heinonen, Rea Klingberg, Päivi Pentti
- Improve Wisdom, Patricia Ryan Madson
- Your Brain at Work, David Rock
- 7 habits of Highly Effective People, Stephen R Covey
- Give and take, Adam Grant
- Outliers, Malcolm Gladwell
- David and Goliath, Malcolm Gladwell

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E-DECO links

In the octalysis the elements like : meaning, empowerment, ownership, social influence (and maybe unpredictability)

- http://www.yukaichou.com/gamification-examples/octalysis-complete-gamification-framework/#.U3Xjk_1WGUK

Gaming platforms

- <http://technologyadvice.com/gamification/smart-advisor/>

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E-DECO competencies

- Entre-Coach competencies
- The skills needed for e-coaching are much the same as for any face-to face-coaching (see [ICF competencies](#)) with a few more added: (David Clutterbuck 2010)
 - Mastering the features of the virtual element used
 - Having a strong interest in developing other people
 - Having a strong commitment to one's own development
 - Having a sense of one's own values (important in rapport building: by disclosing their own values and helping the coachee discover and explore their own, the coach establishes a tone to the relationship that goes beyond the transactional)
 - Communication skills (effective use of questions, metaphors and stories, giving feedback, structuring information logically and clearly, listening and an ability to see beyond the written or spoken word, building and demonstrating empathy)
 - Patience

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Other ideas:

- How to use language that encourages further action. " I am looking forward to receiving your update by next Friday. Please let me know how I can help"
- Written text:
 - How to express emotions in written text
 - How would I react if I received this?
 - What kind of a response do I want from the receiver?
 - Is the message structured clearly?

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Useful coaching questions:

Thinking questions:

- What thinking have you done around this issue so far?
- What is your motivation for bringing the issue to the coaching session?
- How does this issue link with the big themes of your life, work or studies?

When initiating the discussion:

- What do you already know about the issue? What do you not know about it?
- What information would help you move forward?

Questions that the coach can ask herself:

- What is the learner saying here? What is he not saying? What is missing from the picture? What info do I need to understand what is going on?
- Is she being honest with herself? With me?
- Are there contradictions?
- How relevant is my own experience? How can I use that experience without telling him what to do?
- What questions would make him think more deeply about the issue?
- What other sources of information can I put her in touch with?

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The aim of WP3, teacher training course 1

- The aim is to deliver the transfer process of two projects to be transferred into a coherent training course, E-DECO teacher training course and also implement the training course. The objective with course 1 is to deliver 10 competent E-DECO trainers who will be capable of delivering an adapted course in their countries.
- Course 1 aims to develop the teacher competencies identified in WP2 regarding coaching, teaching in e-environments and entrepreneurship by adapting and improving the Entre-Coach competencies, training materials, course structure and teaching methods, as well as adapting the BeSTrain AIT to support the development of entrepreneurial competencies.
- This WP will also develop understanding of how to use e-tools on the E-DECO teacher training. It's objective is to make course 1 more cost-effective and to improve learning. The course is based on 5 workshop days followed by a needed amount of phone/video training sessions. The use of virtual tools will furthermore familiarise the E-DECO trainers with tools to support coaching online.

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