

Training Lab is promoted and coordinated by ISQ Group and co-funded by the European Commission, DG Education and Culture, through the Leonardo-da-Vinci programme for Pilot Projects, year 2004. The consortium consists of:

ISQ

Instituto de Soldadura e Qualidade
Oeiras, Portugal



Welding and Quality Institute. Privately owned, but non-profit technical and scientific service oriented organisation, providing quality assurance services, technical inspections, non destructive testing, consultancy, testing and training for customers worldwide. Research & Development is another important task, as well as identifying and investing in new technology-based business opportunities.

<http://www.isq.pt/english/index.htm>

EVTA

European Vocational Training Association
Brussels, Belgium



European vocational training network comprised of 15 members from 14 European countries, representing national training and national employment services, reflecting different national approaches to vocational education and training. Aim is to promote and to contribute to the European vision of vocational training in the 21st century.

<http://www.evta.net>

HRDA

Human Resource Development Authority
Nicosia, Cyprus



Semi-governmental organisation aiming at creating the necessary prerequisites for planned and systematic training and development of human resources in Cyprus, at all levels and in all sectors, for meeting the economy's needs, within the overall national socio-economic policies.

<http://www.hrdauth.org.cy/hrdav1en/index.htm>

IB

Internationaler Bund
Frankfurt a.M., Germany



Internationaler Bund - Bildungszentrum Stuttgart is one of the biggest vocational training organisations in Germany focussing on vocational training, career advice and social care for - mostly disabled - youth and adults with the aim of supporting them in planning and improving their professional and personal life.

<http://www.ib-bildung.de>

CINOP

Centrum voor Innovatie van Opleidingen 's-Hertogenbosch, Netherlands



Centre for the Innovation of Training and Education; active in research, development and consultancy in the field of vocational education and training for public and private customers.

http://www.cinop.nl/index_int.htm

DZ

Drugestvo Znanie
Sofia, Bulgaria



Znanie Association is a non-profit organisation, with priorities in training and education. It is an association of teachers, lecturers, university tutors, and various specialists, aiming to create possibilities for non-formal education and lifelong qualification to everyone, in the form of specific training programs, analysis and consultancy services.

<http://www.znanie-bg.org/GreenWeb/index.php?lang=en>

HRAKK

Hyvinkään-Riihimäen Aikuiskoulutuskeskus
Hyvinkää, Finland



Vocational Adult Education Centre, seated in the region of Hyvinkää in the south of Finland. In addition to training for competence-based qualifications, HRAKK offers tailored staff training and development services for companies.

<http://www.hrakk.fi/english.php3>

SALPAUS

Salpauskansainvälistymisopinnot
Lahti, Finland



Centre for vocational education and upper secondary education for young people and adults. Department of International Studies.

<http://www.salpaus.fi/eng>

IST

Instituto Superior Tecnico
Oeiras, Portugal









University for Engineering, Science and Technology. Department of Mechanical Engineering, Section of Manufacturing Technology.

<http://www.ist.utl.pt/html/perfil/international.shtml>

Teachers, trainers, tutors, instructors...

Do you want

-  to prepare your trainees for working and learning in the future?
-  to adapt your training methodologies for lifelong learning?
-  your trainees to be motivated to learn throughout the whole course?
-  your trainees to be in control of their own learning process?
-  to tailor your training methods to the individual needs and preferences of your trainees?
-  to monitor your trainee's learning processes, so that they actually learn what they need to learn?

If your answer to these questions is **YES**, then **Training Lab** might be the thing you're looking for.

Training Lab is a collection of best practices, guidelines, methodologies and instruments to design the training activities as well as the training environment. The collection is based on the idea that effectiveness and efficiency of training is enhanced when training activities and the environment are tailored to the features of individual learning processes of adult trainees.

Key concepts of **Training Lab** are: adult learning, trainee-centred learning, natural learning, flexible learning, informal learning, on-the-job learning, just-in-time learning, e-learning and blended learning.

GOOD PRACTICES SURVEY

In order to motivate and inspire you, **Training Lab** provides a survey of 26 good practice examples of andragogic training methodologies, from all over Europe, that have relationships with the key concepts.

MULTIFUNCTIONAL TRAINING ROOM

The heart of **Training Lab** is the multifunctional training environment. A training environment, which isn't only equipped with desks, computers and a blackboard or whiteboard, but which is organized more like an extended working and living room, with a couch, a library corner, a conference table, a television set, and so on. A room that suites different kinds and styles of learning, and that is flexible enough to both individual and group activities. **Training Lab** offers guidelines for the equipment and design of such a multifunctional training environment, even within the limits of a 'standard' classroom.

METHODOLOGICAL TRAINER'S GUIDE

To deliver training in such a multifunctional environment, **Training Lab** offers different methods, techniques and instruments, collected in an extensive manual or guide.

The guide consists of a theoretical part, expounding the concepts behind the methodology, a practical part, explaining the methods and techniques constituting the methodology, and an instrumental part, containing instruments (forms, interview guides, self-assessment guides) and explaining their use. Furthermore, the guide has several annexes, from domain specific instruments, didactical materials to a terminology guide and a link list for further information.

PILOT COURSE (DVD)

The **Training Lab** methodology has been tested in a pilot training course at ISQ Training Department. For this pilot course one of the standard training rooms was changed into a multifunctional training room in accordance with the **Training Lab** ideas and guidelines. The domain of the pilot course was Andragogical Training for Trainers. The trainees were experienced trainers and teachers from all partner countries. The pilot training course led to several notable results, especially with regard to cultural and didactical differences. The pilot training course has been recorded on DVD, which is available on demand at ISQ (see at the back page).

HANDBOOK

The trainees brought to the pilot course their own domain-specific training techniques and instruments, which were adapted and/or integrated into **TrainingLab**. Most of these techniques and instruments are of a general nature and can be easily applied to your own domain of training, as for instance the Tutorial (by CINOP). Others are especially designed to one specific domain of training. **Training Lab** covers a broad range of training domains:

- Andragogical Training for Trainers
- Training for Practice Trainers
- Management development for SMEs
- Computer driving license
- Second Language Learning
- Foreign Language Learning
- Mathematics

You'll find the e-handbook with all didactical materials at the **Training Lab** website.

GOOD PRACTICE REPORT

In order to support other initiatives to develop and test training methodologies and materials, **Training Lab** offers a report describing success factors in managing and executing such a (European) project.

CONFERENCE

The final conference with a public of more than 100 trainers/teachers from all over Europe, is the pinnacle of **Training Lab**. The conference is held on September 19th, 2006, at ISQ Headquarters in Oeiras, Portugal. The main events of the conference have been recorded. You may download the conference from the **Training Lab** website.

WEBSITE

At the **Training Lab** website you'll find most of the products that will inspire and support you to deliver training courses that

- are tailored to the individual needs and preferences of your trainees
- keep your trainees motivated to learn
- prepare your trainees for lifelong learning
- leave your trainees in control of their own learning process
- are effective and efficient in delivering learning results
- enable you to monitor the learning progress of your individual trainees

Take a look at www.training-lab.net and find out yourself!

E-MORE INFORMATION...

ISQ



PROGRAMME

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