fastlinern™ Training Charter 2027

This Charter shall be in effect until a later version is issued and shall be canceled immediately after the issuance of the most recent version, which is issued annually in August of each year to adopt the year following the year in which the Charter is issued. Each item shall be considered as essential in the fastelern™ Training Charter. Or who wishes to develop the fastelern™ logo on his services or training products. This introduction is an integral part of the fastelern™ Training Charter.

First

Definitions

- The fastelern™ Training Charter: Reference of Commitment and what has been agreed upon, and includes everything contained in this document in three pages A4 size
- Trainer: is the person responsible for 70% of the training of trainees and enable them to master the skills of the subject of the course
- Trainees: Collect the trainee, who is attending the course to master a specific skill, and their responsibility does not exceed 30% to acquire the skill
- Training Course: The training sessions are designed to enable trainees to master a specific skill in the subject of the course
- Training bag: A book containing practical applications and scientific theories helps trainees to acquire the skills of the subject of the course
- Presentation: Presentation slides that assist the trainer in the training process to enable trainees to master the skills of the subject of the course, presented as (presentation) or (presentation)
- Training room: is the place where the training course is held, and is given as (training place)
- Training session: A description of the duration of the training course during the training day, preferably the duration of each training session (45 - 55 minutes), preferably followed by a short break (3 - 5 minutes)

Second

Quality standards for the preparation of professional training packages

(PTB - Professional Training Booklet)

1. Cover: the first page in the bag, including the title of the training course, the name of the certified trainer, the date of issuance of the training bag, and a picture that reflects the subject of the session, and it is recommended to design the cover in a professional manner and print it color.
2. Objectives - The following page contains the main topics of the training course, the general objectives and the skills that the trainee will acquire after attending the course and applying the practical applications in it. And a summary of the session.
3. Definition of Trainer: The training bag contains a brief definition of the trainer, and we recommend that you add the first or last bag.
4. Check List: The following page contains all the requirements of the course (including training aids, projectors, training games, educational films, additional legends, training bags).
5. Training Plan: The following page includes a detailed table showing the training days, the training sessions, the breaks, the subject of each session, the objectives of each session, and the skills that the trainees will receive from attending the training course.
6. Content: This is the next page, which includes the distribution of contents in the main axes (3-10) main axes including sub-axes.
7. The parts of the training bag: The training bag is divided according to the main axes of the course, according to the training sessions or according to the training days. The title page is allocated for each separate part. It is preferable to separate the parts of the training bag with visible separations. At the beginning of the part or end of the segment, or repeating it at the beginning and end.
8. Know How: The training bag contains the scientific theories and the trainer verifies the validity and frequency of each course, taking into account the possibility of returning to the training bag and taking advantage of the information from them later. It is preferred to display information using tables, graphs, illustrations, mind maps and knowledge maps.
9. Practical applications: The training package contains practical applications, each application in a separate page, and explains the objectives of the application, its method and the skill gained from it. Applications can be added in a special extension, or after each part.

10. Questionnaire: The training bag contains an assessment that includes evaluation of the entire training process management, skills and experience of the trainer, the quality of the training bag, the location of the course, the nature of the attendance, the training time, the duration of the training course. A comprehensive assessment can be added at the end of the training bag, or a special assessment of each part of the training package, or an assessment of each session.
11. Design and design: The instructor is committed to produce them with appropriate technical designs, and use one or three types at most of the lines. The size of the font, the clarity of the font and the increase of the font size shall be taken into account in clarifying the headings and the use of tables, illustrations, It is also necessary to take into account the division of the bag into parts according to the main course axes. It is recommended that the contents of the bag be printed on two sides.
12. Create Booklet: The trainer is committed to the methodology programmed to prepare the bags and propose the following methodology:

    (1) initial preparation of the training bag template and paper size (we suggest using A4 size)

    (2) unloading ideas from the experience and knowledge of the trainer on the subject of the training course

    (3) identify the main axes in (3-10) axes, and merge the subjects underneath

    (4) write content and reference to information sources and modification and addition, deletion and documentation

    (5) final presentation and verification of misspellings, punctuation marks and final design

13. Creativity: To shine as a professional coach and shine your star in the sky, we recommend you think about creative ways and look at the familiar in an unfamiliar way, and provide all the new and useful and affect your fingerprints in your training bags, and suggest the following creative ideas:

    (1) Use mind maps to summarize the contents of each section, or summarize the contents of the session with one comprehensive map

    (2) summarize each piece with a summary paper, using a single sheet of paper such as magazine pages, including the most important part of that section

    (3) I suggest printing the slides in the form of cards and it is possible for the trainee to write his notes on the background

    (4) Give the trainees unexpected additions, such as presenting a CD-ROM with a pouch containing the material in pdf format, or containing slides, or any additional information about the training material and the scope of creativity here is broad. You can add videos on the subject of training, Audio clips, or important website links.

    (5) final presentation and verification of misspellings, punctuation marks and final design

    Kaizen is a Japanese word from two parts, namely, kai, meaning "change" and "zen" meaning "good" and "kaizen". It reflects a philosophy and a method invented by the Japanese thinker (Taiichi Ohono) to lead industrial and financial institutions, The goal of this work is always to change the way we work for the best. To succeed, we adopted it in fastelern™ to develop the training bags by changing the contents of the bag to the best each time a new course is added by adding the latest information and experiences, deleting the old and wrong information and changing applications for the best always.

14. Copyright (Copyright): We recommend that you register the training bag in the Ministry of Information of the country of origin within the Department of Publications, in order to preserve intellectual property rights and guarantee the personal right to ideas and information presented. To ensure the right of intellectual property, it is recommended to print a number of copies of the application bag within the design of accreditation

Third

Quality of professional presentations

(2P Professional Presentation)

1. The main ideas (subject): The number in each slide is not more than seven ideas
2. Images & Colors: Use images, illustrations, attractive colors, and clear lines
3. Step by step: Sequence the slides with the same mechanism as the skill acquisition sequence in the course

4. Workshop Applications: Includes slides on practical applications
5. Know How: The slides include scientific theories and knowledge
6. Breaks: Slides are included in the custom breaks after each training session
7. Creative: By providing new, useful and unfamiliar skills to develop trainees
8. Create Presentation: The instructor is committed to a clear methodology for the preparation of presentations and we propose the following:

   (1) Initial preparation of the bid template

   (2) Write content and refer to sources of information

   (3) final presentation and verification of technical output

Fourth

Quality standards for the presentation of the training course

1. Adhering to the ethics of training, and not to use training or trainees' information for any personal purposes
2. Estimate the time, effort and money invested in the training course from all five training parties (the trainer, the trainee, the employer, the venue of the training course, the training body responsible for coordinating the training program) and respect for them.
3. Review the confirmation list for the course (pre-prepared) before the course (one week, two days before the course, daily during training)
4. Visit the training room and make sure that it is ready for the training course and make sure of the supporting tools and equipment for training
5. The trainer shall adhere to the time of the pre-set training course and all the contents of the training plan and breaks
6. The instructor is obliged to provide scientific theoretical material not less than 30% of the training time
7. The trainer is committed to providing practical applications to acquire skills and not less than 40% of the training time
8. The instructor is committed to intermittent breaks that enable the trainees to resume the activity and not less than 10% of the training time
9. The trainer is committed to provide training games during the course for effective communication and creative training and not less than 20% of the training time
10. The instructor is committed to enable trainees to acquire specific practical skills in the subject of the course
11. The instructor is committed to preparing the course well, which includes preparation of practical applications, scientific theories and effective citations in clarifying concepts and ideas and using scientific and historical stories and motivational questions.
12. The trainer is obliged to present the presentation, the training bag, and the mind map (training summary) for the trainees free of charge
13. Presentation of the course in Sandwich Theory (a summary of the course, presentation of the detailed course, presentation of the course summary).

Fifth

Non-mandatory things we propose for professional training

1. The vulgar is in the form of a book
2. Colorful cover and black and white pages
3. Recommendations page from previous attendance
4. Testimonials from companies attending the course
5. A professional biography of the trainer
6. Commitment document on intellectual property rights
7. Test the scientific achievement of the trainees
8. Make presentations on CD-ROM
9. Submit the file in pdf format
10. Complete mental map of the session
11. Abstract paper in the form of a magazine
12. Sound recording of scientific material
13. Educational films for explanation and explanation
14. Training schedule and possession of skill

15. Certified international training certificate
16. Official forum for building knowledge
17. Certificate of guarantee of benefit or refund
18. Website for continuous communication with trainees
19. List of books to take advantage of the course
20. Assessment for each part of the course
21. Reference of scientific material and information reliability