



What else you might want to know....

... if you would like to register as a “Trainer”:

Prerequisites:

What requirements do I have to fulfill as a “Trainer”?

First of all, you need a topic that could be interesting for the work of your colleagues. This topic can be directly related to your professional tasks, but it can also go beyond that. Experience as a coach or trainer is not required. In particular, we would like to support you in holding your presentation/workshop digitally. Bertelsmann University offers you helpful tips on preparing your digital workshop in “train-the-trainer” workshops (see “Process”).

What topic could be interesting for “Your Campus”?

Your topic should be designed to appeal to colleagues in your organization or for other colleagues at Bertelsmann. Give insights into exciting techniques, such as: “Better writing for non-journalists” or “Investing in venture capital – How do I evaluate a business idea or start-up?”.

Do I need the consent of my manager?

No written declaration of consent is required for the “Your Campus” team. However, we do ask you to consult with your manager in advance about a possible registration.

General conditions:

How much time should I need to schedule to hold my training and how often can I complete my session?

You decide how long your training session should be and how often you want to offer it. You can offer your training once or several times during the implementation period of “Your Campus”. Experience has shown that digital sessions should last about 60-90 minutes, depending on the topic and the information to be conveyed. Since digital sessions in particular are very exhausting for maintaining concentration, you can consider splitting longer sessions into 2 shorter units. You should also allow enough time to go over all the technical preparations before your session begins.

Where and when do the sessions take place?

The sessions will all take place 100% digitally between May 18-July 16, 2021.

Who can attend my session?

The digital implementation of this initiative enables colleagues to participate across organizational boundaries – regardless of where they work. The goal is to learn from each other and share skills across the Bertelsmann world.

What language should I offer my training in?

You can offer your training in your native language or in any other language you feel comfortable presenting in. You will include the greatest possible number of colleagues if you offer your training in English/ German.

Who is my training aimed at?

Please indicate in your registration if your training is aimed at beginners, advanced learners, or a specific target group. This gives you the opportunity to better tailor your content to the target group. It also lets participants assess more quickly whether the presentation / workshop will serve to expand their skills.

How many participants are allowed in a session?

The number of participants depends on the format of your training. You can specify the desired number of participants in the registration form. Based on past experience, we recommend a maximum of 150 participants for lectures and presentations. For interactive workshops, we recommend a maximum of 30 participants per training.

Is the implementation of the session as well as the participation in the “Train-the-Trainer” workshop counted as working time?

This can vary from organization to organization. Please contact your HR department about this.

Process:

What do I have to do if I want to register as a trainer?

Use the [interactive form](#) to register by March 26, 2021. Please fill in the form completely. We would also appreciate a photo of you (to: university@bertelsmann.com) to add to the program overview. You will receive feedback from your organization’s “Your Campus” contact in a timely manner to clarify any questions that may arise, and to let you know if you have been included.

Can I set the date of my session myself?

Yes, based on your availability, you can set dates for your session(s) in the implementation period (May 18 - July 16, 2021) and enter them in the form. Please pay special attention to your time zone when selecting the time.

What technical platform do I need to use for my training?

We believe that the tool you use in your organization for video conferencing or meetings is the tool you are most comfortable with. Therefore, this should also be the tool you use to conduct your session (such as Microsoft Teams, WebEx or Zoom).

Please note that you must create the digital meeting room for your training yourself and include it in the registration form so that we can provide all participants with the access link. This way we ensure that you have the moderation rights for your seminar and can test all functions in advance if desired.

I would like to do my training together with someone. What do I need to consider here?

You are welcome to conduct your training together with up to three colleagues. You can provide all the necessary information in the registration form. Please make sure that your co-trainers also send a photo to the email address university@bertelsmann.com.

How do I proceed if I want to split my training into multiple sessions?

The registration form addresses this, too. Feel free to specify the follow-up dates directly.

Are there any formal requirements for my session?

No, you decide how you want to structure your session. To help you, Bertelsmann University offers “train-the-trainer” workshops. to help you prepare the instructional aspects of your sessions. They support you present your digital training session in an impactful manner. You can also hold your session in tandem with another trainer.

What is the “train-the-trainer” concept?

The train-the-trainer concept is divided into different parts. One part is aimed at trainers who are taking part in the format for the first time and might feel a little uncertain about the “digital stage” and presenting. The other part of the concept is aimed at trainers who have already gained experience, but still have a question or two, or would like to improve further.

For new trainers, Bertelsmann University, together with the world’s leading provider of communication training *Own the Room*, offers 90-minute virtual trainings. In these trainings you will get tips and tricks on making your session interactive.

Trainers who have already participated have the chance to refresh their knowledge in a “Refresher” training, to get some new input and ideas, or to ask questions about their experiences.

Is the holding of the session as well as participation in the "Train-the-Trainer"-Workshop working time?

Yes, this is work time, since the “Your Campus” is part of how we reinforce our culture of learning.

... if you would like to be a participant:

Conditions of participation:

Who can participate “Your Campus” sessions?

All colleagues from Bertelsmann companies, including interns and apprentices, can participate. Please note: As the participation of interns and trainees is limited (depending on how fully the workshops are booked), we ask you to discuss this with the respective Your Campus contact person of your organization.

How many sessions may I attend?

Since all Bertelsmann colleagues worldwide can participate, the number of possible sessions is limited **up to 5**. This way, we give as many colleagues as possible the chance to participate.

How do I register for the “Your Campus” sessions?

You can register via the [sessions’ timetable](#) on the Bertelsmann University website, which can be viewed from May 3, 2021 at 2 pm (CET). It contains a link, for each session, to the corresponding registration in peoplenet.

Where and when do the sessions take place?

The sessions will all take place 100% digitally from May 18 – July 16, 2021.

Is attending a session considered working time?

This may vary from organization to organization. Please contact your HR department.

Do I need to consult with my manager before enrolling?

You can decide whether to contact your manager yourself. However, your manager should be informed about any specific absences that will result from your attendance.

If you have any further questions, please get in touch with your “Your Campus” team contact person / your HR department. You can find an overview of all contact persons [here](#).

... if you are an executive and would like to learn more about this initiative:

What is the rationale behind it?

- Learning from each other, learning with each other: In this format, colleagues across the Bertelsmann Group share their knowledge in digital presentations or interactive workshops that they conduct themselves. They are #Learnfluencers!
- “Your Campus” promotes the Group-wide, internal exchange of knowledge among colleagues at Bertelsmann and also offers colleagues an opportunity to expand their network across organizational boundaries.
- All topics are welcome. They can come both from the direct professional environment as well as from the personal sphere. The aim is to provide an insight into exciting, relevant topics that will help participants either to deepen their knowledge/skills or to take a look beyond their own horizons.

Examples are: “Writing skills for non-journalists” or “Investing in venture capital – how do I evaluate a business proposition or start-up?”.

What should I know as a manager?

- The goal is to give as many interested colleagues as possible an opportunity to help actively shape our “Your Campus”.
- Interested colleagues who would like to present on a topic should coordinate this with their supervisors in advance.
- To be able to carry out the session, preparation is required on the one hand, and the actual time of implementation on the other. We encourage you to make individual arrangements with the trainers to allow them the time they need within their working hours.
- We know from experience that the **participation of executives** in particular is seen as an important and positive sign by participants. Therefore, we encourage you to either share your own expertise in a session or sign up for a training or two. Because: It’s your campus too! Provide support by sharing your expertise, and contribute to strengthening our learning culture by participating as a trainer!