

# **Interview Trainer**

## **INTRODUCTION:**

I'm a master student and for my final thesis I want to continue the development of the online tool ASKtraining. A tool to plan and conceive workshops and trainings and to share materials regarding the topic of the workshop or the training. To ensure a highly usable application, I would like to start the design process by talking to potential future users who are skilled in conceiving, designing and organizing workshops.

## **QUESTIONS ABOUT THE TRAINER:**

- What is your professional background?
- Which topics have your workshops?
- Do you prepare yourself in the topic of the workshop or do you rely on your experience?

## **QUESTIONS REGARDING THE PARTICIPANTS:**

- How are the participants (e.g. school kids, adults, etc.)?
- What are the numbers of participants?
- Is assistant needed (e.g. a lot of attendance)?
- How do you find / invite participants?

## **QUESTIONS REGARDING THE VENUE:**

- In which venues, or places does the workshop take place?
- Which materials do they use (e.g. tools, wood, etc.)?
- Is an internet connection needed and is it possible?
- Which kind of media (projector, flip-chart, whiteboard, handouts, etc.) is used?
- Are there snacks and beverages provided?

## **QUESTIONS REGARDING THE WORKSHOP / TRAINING**

- Can you describe how your last workshop / training was planed, step by step?
- What were the challenges?
- What would it make easier for you to plan a workshop / training?
- Do you provide material about the workshop for the participants (e.g. handouts, blueprints, summaries tables / charts with specific informations, etc.)?
- If you provide material, in which form do you provide it (e.g. printed on paper, online, participants have to make their own nodes)?
- How long does a workshop usually take?
- Is there a certificate for participating the workshop / training?
- Do you use games or similar things before and in between the lessons? (e.g. to find out about other participants, loosening technics, etc.)

## **QUESTIONS REGARDING THE HUBS**

- How ist the training organized inside the hub?
- Are the trainings related to each other, or do they build on each other?

## **QUESTIONS REGARDING THE FUNDING:**

- How is the workshop / training financed?
- How are the materials for the workshop / training financed (e.g. Participants have to pay for their own)?
- If there is any funding, does it require documentation and how do you do that?

# Interview Participant

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## QUESTIONS ABOUT THE PARTICIPANT:

- What is your background?
- Did you have any preparatory training about the workshop topic before attending?

## QUESTIONS ABOUT THE LEARNING MATERIAL:

- How do you keep records of the skills you learned at the workshop / training?
- Did you get any documents about the workshop / training (e.g. summaries, blueprints, tables / charts with specific informations, etc.)?
- Is there any material about the workshop topic available online (e.g. summaries, blueprints, tables / charts with specific informations, etc.), which you can check by any time?

## QUESTIONS ABOUT APPLYING THE LEARNED KNOWLEDGE:

- Did you apply the things you learned in the workshop / training?
- Did you train people of your environment (friends, family) in the topic of the workshop / training?

## QUESTIONS ABOUT THE INFRASTRUCTURE:

- Do you have access to the materials you used during the workshop / training?
- Do you have access to internet?
- If yes, how is the connection (in terms of downloading documents, etc.)?

Potentielle Interview Partner Participant:

Jaiksana, Romeo, Edina, Richard, Vuga, Lobijo, **Bior**

**Wafela**, Joyce, Ayom, Yaro, Ghai

Potentielle Interview Partner Trainer:

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