FRANKFURT SCHOOL DIGITAL LEARNING FRAMEWORK

The Frankfurt School of Finance and Management online education approach and framework is based on our didactical approach and digital principles.

Didactical Approach on Adult Learning **+** Our Digital Principles **=** FS Digital Learning Framework

Didactical Approach on Adult Learning

A mix of didactic methods is used in our online training programmes by applying different digital tools in order to ensure an interactive and effective training experience. Most online training approaches treat trainees as passive recipients of knowledge; however, we ensure that trainees are involved in active participation and experiential learning similar to a conventional face-to-face training while exchanging their experiences and engaging in discussions.

Digital Principles:

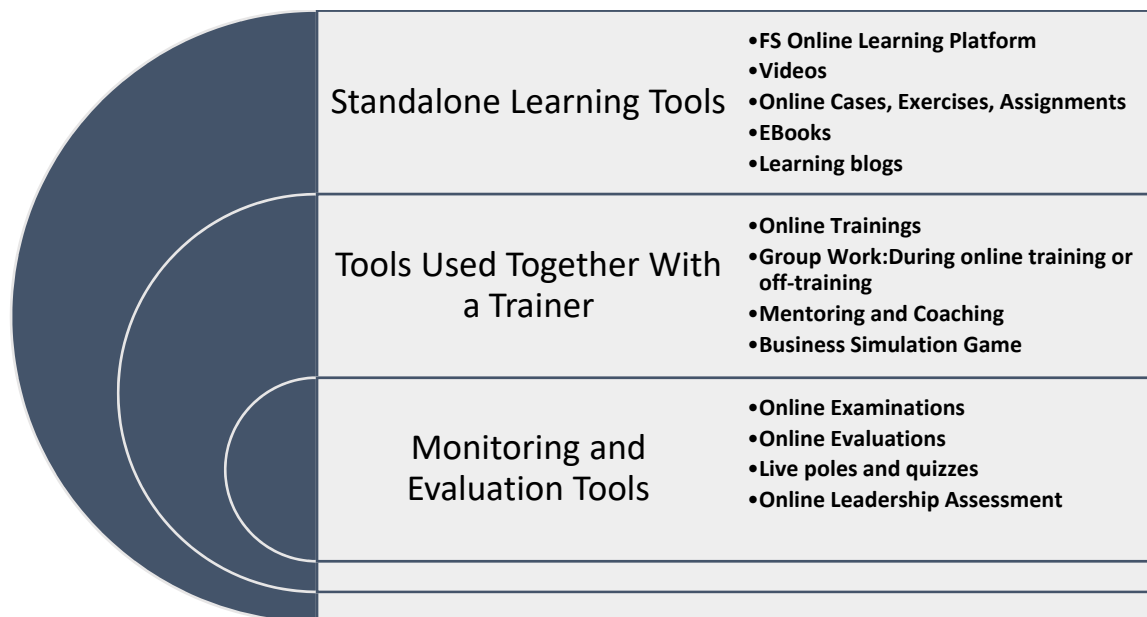| Multimedia Principle	•Use of different media to improve effectiveness.
Visual Principle	•Presentation slides should rather be graphs as opposed to texts slides. Graphs should be explained by the trainer. Explanations can be provided by additional text slides or additional readings.
Scale Principle	•The content needs to be separated into smaller pieces to make it easier for participants to follow. If the smaller pieces are presented in different media the learning performance can be maximised.
Collaborative Principle	•Participants need to be involved as much as possible through Q&A, exercises or group work.
Face-to-Face Principle	•The more participants are accompanied by physical teacher or mentor the more confident they feel and stay on board.
Clearness Principle	•The language of instruction must be correct, the trainer's audio should be clear and the materials and presentation instructive. It is important to use advance hardware to achieve desired quality standards.

Frankfurt School
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Frankfurt School Digital Toolbox

The digital toolbox will be used in different combinations making the programmes blended. There are the options to conduct pure online face-to-face training, or stand-alone video trainings, or offer a programme combining he different learning formats.

Standalone Learning Tools	•FS Online Learning Platform •Videos •Online Cases, Exercises, Assignments •EBooks •Learning blogs
Tools Used Together With a Trainer	•Online Trainings •Group Work:During online training or off-training •Mentoring and Coaching •Business Simulation Game
Monitoring and Evaluation Tools	•Online Examinations •Online Evaluations •Live poles and quizzes •Online Leadership Assessment

THE TIME FRAME

E-learning enables trainees and service providers to have more flexibility in following and arranging the trainings programes. The programmes or components of a programme developed using Standalone Learning Tools can be completed within the own time frame of trainees. The online trainings, mentoring or coaching sessions can also be offered on evenings or weekends for those who cannot attend during working hours allowing more flexibility in trainings schedules.

INTEGRATION OF DIGITAL LEARNING IN TO BLENDED AND CLASS ROOM TRAININGS

Frankfurt School has combined its digital learning framework with traditional face-to-face training didactic approach to develop our blended learning approach for adult education. A range of successful "Certified Expert" blended learning programmes are being introduced as open registration programmes, including a general management blended learning certificate called "Certified Expert in Business Development (CEBD)". Frankfurt School uses standalone learning tools as well as monitoring and evaluation tools from the Digital Toolbox such as online examinations, online leadership assessment, online Learning platform, videos, online cases, exercises, assignments and learning blogs in designing such programmes. Moreover, with the development of online horizon, traditional outlook of the face-to-face trainings has diminished and more digital tools are reflected in the face-to-face programmes of Frankfurt School. For example, the FS Leading with Impact is an in campus open registration programme

and it has online leadership assessment, online programme evaluation, online pre-readings and in class learning videos as part of the programme. In terms of customized programmes, FS face-to-face leadership development programme developed for MENA region has a module entirely build on simulation game and learning videos.

THE TECHNOLOGY

Up-to-date use of technology is fundamental requirement of online education, thereby ensuring user-friendliness and a smooth learning experience. Thus, Frankfurt School regularly updates the technological infrastructure and explores the latest theologies available in the market. We have a fully equipped in-house IT department that enables live trouble shooting during the training sessions. Our key technologies for online trainings are:

➢ FS own e-learning platform
➢ Panopto for development of videos
➢ Zoom and MyTeams for online training
➢ E-training and support service from Efiport GmbH
➢ Testwe online exam administrative software

THE ONLINE TRAINING

It is important to replicate a real in-class scenario as much as possible and to keep people's attention and interest when conducting an online training. To ensure that an effective learning environment is created without external distractions, a set of procedures and guidelines have been established for both the trainer and the participants.

Online remote training procedure For Trainers	Online remote training guidelines for participants
➢ Participants sign into a waiting room with their full name. ➢ Once the training begins, the lecture will open online lecture room. ➢ Participants microphones and videos will automatically be muted and off. ➢ The trainer introduces themselves then the participants. ➢ The trainer gives an overview about the content they are going to present. ➢ The trainer instructs as to the procedures of asking questions during the lecture, how the break out rooms work and embedded videos. ➢ Assistance a moderator and technical assistant to make sure the lecture goes smoothly.	➢ Participants are emailed a unique link and password, prior to the lecture taking place to sign into the lecture when scheduled. ➢ Participants are asked to sign in with their first name and surname when the training is scheduled. ➢ Participants are asked to keep their microphones muted during the lecture. ➢ Participants are asked to keep their videos off during the lecture. ➢ The trainer will instruct participants that when they go into the breakout rooms, to please then unmute your audio and turn on your video.