

# Distant Training in TRIZ, Systematic Innovation and Creative Imagination Development

Our distant training offers virtual "face-to-face" online communication between a trainer and a student or a small group of students via the Internet by using standalone online communication tools such as Skype, or web-based tools such as Zoom, WebEx or WebMeeting. Other similar tools can be used as well.

Training is performed in the "blended" mode. A student watches lecture videos and performs assignments offline, and regularly meets with a trainer for discussions and evaluation of the assignments. Thus, training consists of offline work and online sessions. Successful completion of all assignments in each course means successful completion of the course.

Online interaction is supported with audio and video communication between a trainer and a student including computer screen sharing. Camera at the side of a student is optional.

Our trainers are top qualified TRIZ professionals with large practical experience of using TRIZ worldwide and who are developers and co-developers of TRIZ and TRIZ tools.

Each training consists of:

- watching a set of a video lectures on a selected subject by a student
- follow-up online discussions with questions and answers
- off-line assignments performed by a student
- off-line evaluations performed by the trainer
- interactive online feedback.

## TRAINING PACKAGE

- Set of video lectures on a selected topic
- Online interactive sessions
- Offline evaluations
- Offline communication
- Course slides
- A Guide to techniques
- Case studies with techniques
- Additional articles and materials if any
- After-course questions/answers support
- After-course free updates
- Certificate

## DATES OF TRAINING SESSIONS

Training is delivered according to the dates of availability of both the trainer and a student. A date of each next session is either agreed at the end of a current session or a student is provided with access to the online availability agenda of a trainer so he can chose his/her own date/time of the next session.

## TECHNICAL REQUIREMENTS

All course materials from the training package are supplied in electronic form:

- All video files are supplied in .MP4 format playable on most of PCs and mobile devices.
- Text and graphics documents are supplied in .PDF format.
- Course exercises (homework) can be submitted as MS Office documents or any other popular formats.

### *Hardware:*

- A PC with a web camera (optional) and microphone.
- Broadband internet connection with minimum download speed 1 Mbit/s and upload speed 0,5 Mbit/s

### *Software:*

- No special software has to be purchased by a student to participate in the online sessions. Free versions of the following packages can be used: Skype ([www.skype.com](http://www.skype.com)) and TeamViewer ([www.teamviewer.com](http://www.teamviewer.com)).
- For document exchange we support the following formats: MS Office (Winword, Powerpoint, Excel), Adobe PDF, images (BMP, JPG, GIF), Adobe Flash, Movie formats (avi, mpg, divx).
- In some cases, the customer's organization policy requires employees to use their own installed software for video or other types of direct online communication. In this case the trainer will be using a client software required by the customers' organization.

## ONLINE SESSIONS SCHEDULING

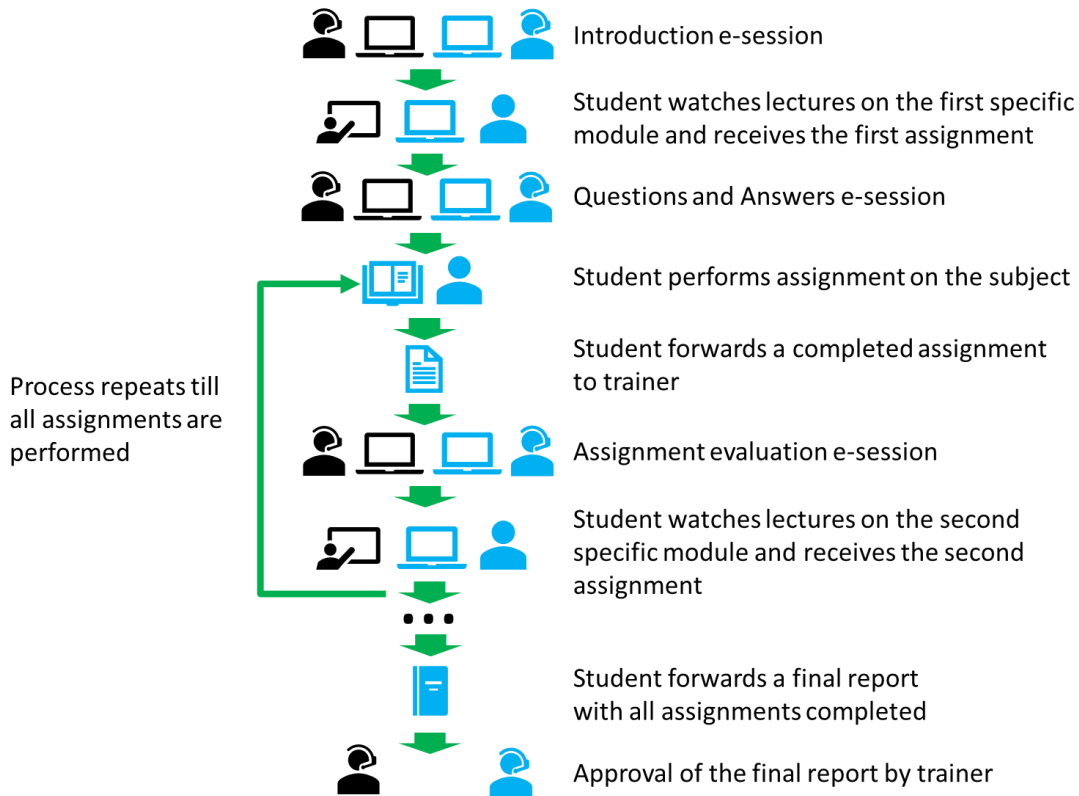
Date and time of each next online session are flexible and will be agreed depending on availability of a trainer and each student in a group (in case of the group training).

## LANGUAGE

Currently our online courses are delivered either in English or Russian.

## TRAINING PROCESS

Our training process is shown in figure below.



### **Lectures:**

During lecturing part, a course participant watches pre-recorded video materials in which the trainer demonstrates slides with presentations, cases, images and other documents required. The video materials are sent to a course participant so he/she can watch them at any proper time off-line.

### **Interactive discussions:**

After watching the video lectures on a certain topic, students prepare questions which will be answered by the trainer during interactive sessions. During these sessions the course participant can view the desktop of a PC of a trainer together with a webcam window of a trainer at the screens of their PCs.

Voice communication is provided through an audio chat. Students can also broadcast their own video from their webcams if they wish.

### **Assignments:**

Assignments are performed by students in the offline mode between online sessions. Each student has to perform individual assignments on each of the subjects studied. Ready assignments must be sent to the trainer prior to the next online session via e-mail and to enable enough time to the trainer to study the results of the assignments.

There are two types of assignments: educational and real-life. Educational assignments are defined by the trainer. It is highly preferred that a student performs a real-life assignment related to his own area of activity, or taken directly from his work.

If a student has a question arising while working offline, he can contact the trainer by phone or e-mail or request extra individual online session. Extra communication time between a student and a trainer during the training course is not charged.

**Discussions:**

All discussions are conducted in the same interactive online mode as lectures discussions.

**CERTIFICATION**

Upon successful completion of a course, each student receives a uniquely numbered international certificate issued and signed by the TRIZ Training International Centre.

Successful completion of some courses is also awarded by certificates of a corresponding level of MATRIZ (the International TRIZ Association) or the International Business TRIZ Association (IBTA).

**PAYMENT TERMS AND CONDITIONS**

- For each training course a fee is paid separately.
- The course fee depends on estimated number of hours per course spent by a trainer with a student and number of involved students in case if students represent the same organization.
- There is no extra charge if the training requires more hours to be spent by a trainer than estimated.
- Full payment of a course fee must be done before the course starts.
- Payment will be requested on the basis of an invoice issued by ICG T&C.
- Payment can be done via wire transfer (preferable) or by a credit card via PayPal (no need to have account at PayPal).
- If training is cancelled after payment has been done but before a course starts, full amount paid will be returned to the customer with 15 days.
- 21% Dutch VAT will be added to the fee if a customer resides in the Netherlands or in a country of the European Union but does not have VAT registration. Business customers within European Union should submit us their European VAT ID number to avoid being charged the Dutch VAT. Customers outside the European Union are free from VAT.
- Discounts are available if there are several students from the same organization, or if a training module is purchased together with other modules.



## CONTACT AND FURTHER INFORMATION

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