

EDUCATIONAL PROGRAM

METATRADER

MT4 & MT5 TRAINING

TRAINING DURATION

10 HOURS

EDUCATOR

MARIOS C. KYRIAKOU

**CERTIFIED AND REGISTERED AS A VOCATIONAL
TRAINER (HRDA)**

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1. The Purpose of the Program

The “Metatrader MT4 & MT5 Training” educational program aims to help investors/traders to develop knowledge, skills, and attitudes to be able to use and recognize both the standard and advanced functions of the Trading Platforms and take the appropriate relevant decisions and actions during their trading journey online.

2. Targets/Goals of the Program

Upon completion of the program, the attendees will be in the position:

Learning Area: Knowledge

- To explain the reasons for brokers having different account types and spreads.
- To explain how login issues can be countered.
- To describe the relationship between the account details figures.
- To identify all the main windows associated with the important functions discussed in this program.
- To name the 2 order categories and the 4 main order types that exist in online trading.
- To explain how the charts are formed and in what ways investors/traders are using historical data.
- To explain how Metaquotes is able to offer the opportunity to trade automatically, based on algorithms, and how Expert Advisors is are used.

Learning Area: Skills

- To describe how to find the account details and show with calculation examples how the figures relate to each other presenting the appropriate formulas and examples.
- To be able to easily find the Trading Platform windows relevant to essential account details.
- To counter immediately password and connectivity issues.
- To perform investigation using the platform functionalities related to orders and positions.
- To be able to apply Expert Advisors (EAs) and perform testing of an EA if needed and assessment.

Learning Area: Attitudes

- To counter incorrect statements regarding orders in case of errors and be in the position to support their decisions with valid evidence.
- To perform analysis of trading account types and costs with correct investigation analysis of the journal and price action.
- To be confident and defend their decisions related to Expert Advisors implementation.

3. Targets/Goals of Unit 1: Trading Accounts

By completing the units, the attendees will be in the position:

Learning Area: Knowledge

- To explain the main reason of having many account types.
- To recognize the different spreads based on account type on the Market Watch.
- To name 4 common reasons for login issues.
- To distinguish Balance from Equity.
- To explain how Leverage is connected to Margin.
- To describe how the Margin Level is calculated.
- To explain how it is possible for positions to close automatically.

Learning Area: Skills

- To describe how to find the account details on the Trading Platform.
- To design guides on how to find the account details on the Trading Platform.
- To check correctness of the 3 main differences of account types.
- To evaluate how Equity and Margin are affected by open positions.
- To apply 2 options on how to fix login issues.
- To improve when needed the protocol on how to point clients towards the Platform windows relevant to account details when handling issues.

Learning Area: Attitudes

- To perform analysis of trading account types and costs before taking decisions.
- To defend decisions regarding claims and complaints.

4. Targets/Goals of Unit 2: MetaTrader Essential Features

By completing the units, the attendees will be in the position:

Learning Area: Knowledge

- To name the 6 main features of the MT4-MT5 Trading Platforms.
- To recognize the windows associated with the 7 main features on the platforms.
- To explain the main difference between Master and Investor access.
- To name the 5 main settings when placing an order.
- To name the 2 categories of orders that the company allows to the clients.
- To distinguish between Stop and Limit orders.
- To explain the client's logic when placing a pending order and modifying it.

Learning Area: Skills

- To place orders using the Platform's Client Terminal.
- To do the appropriate check identifying master or investor pass.
- To create backup folders.
- To apply the platforms options for improving connection to the server.
- To perform investigation related to client's orders and positions using the platform tools.

Learning Area: Attitudes

- To counter incorrect statements regarding investor/trader orders in case of error.
- To perform correct investigation analysis of the journal and price action.

5. Targets/Goals of Unit 3: MetaTrader Advanced Features

By completing the units, the attendees will be in the position:

Learning Area: Knowledge

- To explain how a candlestick is formed and what it represents
- To name the 3 different types of charts.
- To explain what the candlesticks represent and why clients use them.
- To recognize how candlesticks change with different Time frames.
- To name 3 main object categories traders can place on the chart.
- To name 3 developments that clients can do with Metaquotes Language.
- To explain what MetaEditor is and how Expert Advisors is are used.

Learning Area: Skills

- To apply an Expert Advisor and simulate trading.
- To use an Expert Advisor or how to create one.
- To perform testing of an EA if needed and assessment.

Learning Area: Attitudes

- To be confident in their decisions regarding complaints to the broker.
- To defend decisions related to trading with an Expert Advisor.

6. Time Schedule of Program: Metatrader MT4 & MT5 Training

UNIT 1: Trading Accounts (3 Hours)

1.0. Introduction and Meeting 30'

- Meeting with Attendees-Icebreaker
- **Presentation of purpose and targets of the program**
- Contract of Commitment

1.1. Account Types 40'

(Explanation on different account types and how to identify their differences such as symbols and spreads)

- Brainstorming

- **Presentation of purpose and targets of the unit**
- Lecture - Account Types
- Team - Work sheet
- Discussion

1.2. Account Opening and Login **40'**

(Platform login, related common reasons for login issues and solutions)

- Lecture - Login and common issues
- Team - Work sheet
- Discussion

Break 20'

1.3. Account Details **40'**

(On how the figures Balance, Equity, Margin, Margin level are connected and relevant calculations)

- Lecture – Account Details
- Work sheet
- Questions and Answers

Closing of Unit 1 **30'**

UNIT 2: MetaTrader Essential Features (3 Hours)

2.1. Metaquotes and Metatrader **40'**

(Reference to the main features of the MT4 and MT5 platform and interface windows exploration)

- Brainstorming
- **Presentation of purpose and targets of the unit**
- Lecture - Online Trading Platform and Usage
- Team – Work Sheet
- Discussion

2.2. Access and Main Interface **40'**

(Discussion on the access types and essential common windows clients use on the platform. Folders where data are stored and how to create backups)

- Lecture- Access and Platform Interface Essentials
- Questions and Answers

Break 20'

2.3. The Terminal Window and Main Tabs **40'**

(Discussion on the Terminal for correctly recognizing the positions and orders placed. In addition, explanation on important tabs for replying correctly and efficiently to clients' queries)

- Lecture- Terminal and Connection
- Work Sheet
- Discussion

2.4. Trading Operations 40'

(Explanation on how clients place trades, the main order settings, the categories of orders and their differences)

- Lecture- Order placement and Position opening
- Work Sheet
- Questions and Answers

Closing of Unit 2 20'

UNIT 3: MetaTrader Advanced Features (3 Hours)

3.1. Candlesticks and Historical Price Data 40'

(Explain the importance of knowing what charts show and how clients use the historical prices)

- Brainstorming
- **Presentation of purpose and targets of the unit**
- Lecture: Price Data as Candlesticks
- Work Sheet
- Discussion

3.2. Price Charts and History Center 40'

(Description of the Price chart interface and important tools on how to download more data)

- Lecture: Price Charts and Historical OHLC data
- Team – Work Sheet
- Questions and Answers

Break 20'

3.3. Price Chart Properties 40'

(Reference to the various functions and tools the platforms have related to charts, helping employees to understand client's enquiries)

- Lecture: Chart on Trading Platform and Interface
- Questions and Answers
- Discussion

3.4. Metaquotes Language and Auto Trading

40'

(Description of the important advanced tool, MetaEditor, and the option for program development)

- Lecture: Expert Advisors and Testing
- Team – Work Sheet
- Discussion

Closing of Unit 3

20'

Break 15'

Final and Closing Meeting (1 Hour)

- Summary: Report of acquired knowledge and skills.
- Conclusions: Linking goals to work area.
- Evaluation: Program, Trainer and Conducting Conditions

7. Icebreaker of Unit 1 (10m)

The purpose of the Ice Breaker is to help us all get to know each other better and to make everyone feel more comfortable, so that it is easier for trainees to learn. The training technique that I will include in the icebreaker is the brainstorming with a differentiation. I will write a particular phrase on the board and ask the trainees to join groups of 2, get to know each other and think of writing on their worksheet 3 words that come to mind about this phrase. Then they will come to the board one after the other, will introduce themselves and will mark with a marker the words they have thought of, without exclusions, at the same time explaining their thought. The purpose of the process is to cultivate critical thinking, the exchange of ideas, the mapping of the subject, the grouping of ideas and the enlightenment of the aspects of the subject.

8. Program Learning Methods

- a) In-person training so that there is direct contact and better communication.
- b) Learning through mobile telephony (Searching for valid information, building attitudes and teamwork, opposing views with evidence that supports them).

9. Program Learning Techniques

a) Lecture / Presentation

This technique refers to concepts of the teaching unit and at the same time uses slides that will help the trainees to understand them.

b) Questions – Answers

For active participation of trainees and formative evaluation during the unit.

c) Brainstorming

An open activity that will give the opportunity for all trainees to take part, to make it possible to record ideas / opinions, to see conflicting views and to create categories of topics.

c) Work - In Teams

The trainees will be divided into groups of 2 and will work on an exercise that will motivate the trainees to use the new knowledge to evaluate situations related to the topic and will help to achieve the learning objectives. There will thus be an opportunity for cooperation, exchange of ideas and experiences, encouragement of expression and friendship among the trainees.

10. Program Learning Means

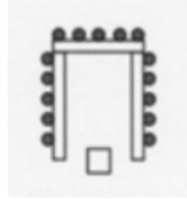
1. **Computer** for the use of presentation software.
2. **Microsoft PowerPoint** presentation software.
3. **Educational manuals** that have content for reading and Worksheets.
4. **Projector** to be used for presentation.
5. **Learning Board** on which the topics discussed in the course will be listed.

11. Program Learning Materials

1. **USB Digital Data Storage Device.** It contains the training material that will be used for the presentation of Microsoft PowerPoint media.
2. **Markers.** Will be used by trainees in different colors to help categorize information during the icebreaker.
3. **Stationery.** So that trainees can fill in the worksheets.
4. **Clicker control.** For changing the slides of the presentation.

12. Training Venue Layout

Rectangular Shape Π layout to provide an opportunity for interpersonal communication, to create a climate of teamwork between trainees and to create an easy and direct approach by the trainer. (in case of no Online Training).



13. Type of Evaluation

1. The type of evaluation to be used in the section is the **Final / Report Evaluation**. It will be conducted at the end of the module in order to assess whether the objectives and purpose of the module have been achieved.
2. **Formative Evaluation** will be conducted during the unit through the questions / answers, discussion and generally through the interaction of the trainees and through the exercises that take place after the end of the lecture with the completion of the teaching for application, practice and learning of new knowledge and skills.

14. Evaluation Axis

1. **Training content:** ask questions about the content offered, whether the objectives have been achieved and reference to points that need improvement.
2. **Trainer:** if he / she has sufficient knowledge, if he / she used appropriate methods, if he / she had contagion, good communication and if the educational material he / she used was complete and up to date.
3. **Training space and conditions:** if the space was easily accessible and suitable, if the layout was comfortable, if the necessary means were available and sufficient and if the conditions were satisfactory.
4. **Trainees:** If there was a response and receptivity, friendliness, and cooperation from the trainees and if the learning objectives have been achieved.
5. **Organization of training:** if the communication with the organization providing the training was satisfactory, if the time and frequency of breaks were satisfactory, if it had sufficient training material as well as if there was a suitable structure.

15. Program Evaluation Tools

- **Activities / practical exercises** for the application of new knowledge during the program.

16. Program Evaluation Techniques

- **Quiz-Written Examination**
- **Observation**, throughout the course, work test and feedback.