



TECHNIQUES FOR EFFECTIVE INSTRUCTION: A TRAIN-THE-TRAINER WORKSHOP

This workshop is designed to help the individual who wants to sharpen their training saw. The focus is on experienced trainers and new trainers who deliver training to individuals within their organization. This one-day instructor-led workshop provides many opportunities for hands-on practice and self-improvement techniques for effective instructional delivery strategies and more. Upon completion of this workshop, participants will receive the *Bravo Train-the-Trainer (T3) Certification*. Sign up today!

DATE: February 16, 2011

TIME: 9:00 AM – 4:30 PM (8:30 registration; lunch included)

WHERE: Davenport University | W. A. Lettinga Campus

PRICE: \$399.99

REGISTRATION: bravoLT.com/workshops



Sharpening the Saw
with T3 Training

LEARNING OUTCOMES

- Recognizing the importance of considering the participants and their training needs, including the differences between the various learning styles and their impact in training and how others learn
- Applying of the latest adult learning concepts to develop an effective training style, using appropriate training aids and techniques.
- Describing the importance of an instruction guide to help a trainer prepare and deliver effectively and consistently
- Recalling strategies on how to train across multiple generations
- Identifying characteristics of extraordinary trainers through experiential and observational learning
- Applying effective techniques for instructional delivery and identifying advanced interventions for dealing with difficult situations
- Practicing your presentation skills and practice thinking on your feet in a safe environment
- Discovering techniques to your personal teaching style through peers using rubrics for skill measurement
- Applying creative learning approaches for maximum effectiveness to enhance the learning environment

Training Results Are Too Important To Leave To Chance.



If you provide on-the-job training in your organization, this course will help you feel more comfortable and more competent. You will explore how adults learn and take a step-by-step approach to create training sessions that meet employee needs.

Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make any learning event or program exciting.

This program will give all types of trainer's tools to help you create and deliver engaging, compelling learning events that will encourage participants to come back for more.

Next, we'll take a look at a few modules from the participant's workbook. The facilitator's guide includes a detailed lesson plan for delivering each module, lesson topics, learning activities, ice-breakers, instructional strategies, and additional resources.

Understanding Training and Facilitation

Depending on the need of your participants, you may be called to provide training or facilitate a discussion of ideas. This module will help to determine which approach you need in a particular situation.

Preparing for the Workshop

Being ready is the sign of a competent trainer. Not being prepared can derail your training before it's even started. Follow the tips and techniques in this module to help you deliver effective and memorable training.

Getting Off On the Right Foot

Get the session started right by being ready to welcome people as they arrive. They are just as curious about you as you are about them. They also will warm up to you if you are ready and welcoming each one as they arrive.

Choosing Activities

For many people, it is by doing that understanding comes. People come to training expecting to learn and one of the best ways that you can help them to do that is to develop activities that support the learning objectives and allow time for engaging action and development. By developing the right activity - helps learning stick.

Delivery Tips and Tricks

In instructor-led, participant-centered learning, we are always looking for ways that participants can be successful through a period of self discovery. This does not mean that we never lecture; sometimes, short lectures are the most effective way to deliver new content. In other words, lecture is the last choice, after we have considered a variety of alternative methods.

Keeping It Interactive

Participant-centered training is led by a trainer, but sometimes you may almost wonder why you are there because things are going so well! This is a sign of excellent program design, and that participants are taking responsibility for their learning. Give yourself credit for setting up an excellent workshop, since the learning that is going on actually wouldn't be taking place without you.

Dealing with Difficult Participants

Training involves people who come to class with different reasons and motivations. Prepare for behaviors that can derail your training plan, so that you can continue to deliver effective training. Understand, too, that these difficult behaviors can come from a variety of learner types and people. Practically anyone can have an off day and be considered difficult, even us trainers! Frustration, boredom, or personality characteristics can stretch you beyond the scope of training that you deliver.