



Overview of the CERTIFIED TRAINER* course: Level One (Online Version): Adult Learning and Training Delivery

The following outlines the requirements for the Certified Trainer course, Adult Learning and Training Delivery. Upon successful completion of nine learning modules, the quizzes, a midterm, a case study, a proctored comprehensive examination, and a training project, the learner will be awarded Certified Trainer status through The Center for Workplace Excellence, and, if desired, Idaho State University.

** Those wishing to take this course to receive a Certificate of Completion but NOT Certified Trainer status are not required to complete the midterm, case study, the proctored comprehensive examination, nor the training project.*

Course Objectives Upon completion of this course of study, the learner will be able to:

Module 1: INSTRUCTIONAL DESIGN THEORY AND METHODS

- A. Describe the SAT (Systematic Approach to Training) model for designing instruction
- B. Compare and contrast two different types of learning objectives
- C. Construct learning objectives
- D. Understand the purpose of Instructor Guides and explain their various components

Module 2: ADULT LEARNING THEORY AND TECHNIQUES

- A. Identify, explain, and differentiate the three Learning Domains
- B. Define and differentiate the words *Knowledge*, *Understanding*, *Information*, and *Learning*
- C. Describe Malcolm Knowles's adult learning theory (a.k.a. andragogy)
- D. Describe the differences between teaching and facilitating learning
- E. Describe six characteristics of learning, and explain how people learn and retain information
- F. Describe the differences between perceiving and processing new information
- G. Recognize the impact of Gardner's Multiple Intelligences theory on how people learn

Module 3: INSTRUCTION DELIVERY METHODS

- A. Explain the benefits and the limitations of:
 - online learning
 - classroom training
 - blended learning
 - computer-based learning
 - correspondence
 - teleconferencing
 - video tape learning
 - audio learning (tapes or CD's)
 - off-the-shelf, printed material
 - self-study
- B. Give examples for each of the above
- C. Describe the importance of images in the process of instruction delivery

Module 4: EVALUATING EMERGING LEARNING TECHNOLOGY

- A. Describe strategies for keeping current in the field of education and training
- B. Outline how to evaluate new instructional technologies

Module 5: PRESENTATION TECHNIQUES AND TOOLS

- A. Describe five key factors for creating an environment conducive to learning
- B. Explain the need for preparing to present and how much time is recommended for preparation
- C. Distinguish between effective and ineffective presentation behavior and platform attributes
- D. Describe benefits and problems in using icebreakers (opening exercises) and closing activities
- E. Identify effective methods for facilitating learning activities
- F. List the advantages and disadvantages of the four types of training and/or presenting styles
- G. List the advantages and disadvantages of the nine types of visual aids, including:
 - PowerPoint
 - Training Binders
 - Flip Charts / Tear Sheets
 - Overhead Projectors
 - Posters
 - Handouts
 - White Boards / Dry Erase
 - 3-D Models
 - Graphs and Charts
- H. Describe how to effectively use each of the above visual aids.

Module 6: INDIVIDUAL LEARNING STYLES

- A. Describe visual, auditory, and kinesthetic (VAK) learning styles
- B. Describe David Kolb's four basic learning styles
- C. Describe Howard Gardner's multiple intelligences model
- D. Describe three factors affecting the speed at which adults learn
- E. List the advantages and disadvantages of using accelerated learning techniques

Module 7: CULTURAL DIFFERENCES

- A. Identify common communication barriers and how to address them
- B. Identify common generational differences in the classroom and how to address them
- C. Recognize the impact of culture and learning styles on training

Module 8: PERSONAL LEARNING PREFERENCES

- A. Identify his/her own training or presenting style
- B. Understand how individual training styles affects delivery capabilities
- C. Explain the need to adapt delivery style to meet individual learning styles (one-on-one)

Module 9: LEGAL / ETHICAL ISSUES IN TRAINING DELIVERY

- A. Explain the need for respecting and adhering to intellectual property laws
- B. Explain how to ensure compliance with corporate policies and procedures
- C. Identify commonly-accepted ethical standards for instructors, trainers, and facilitators

Quizzes: Each module is considered completed by the passing of a quiz.

Midterm*: Students must create a lesson plan according to standards provided.
Students must critique two video presentations of two different training sessions.

Final Exam*: Students must complete a proctored, summative written examination.

To be eligible for certification, students must submit a video tape, DVD, or other video recording (in an agreed-upon format) of the student delivering the training for the lesson plan he/she created in the midterm. The presentation must meet pre-established criteria, and the student's own participants must submit level one training evaluations that average a "7" or above.

The student's liaison will work closely with the student to answer questions and guide him or her in the process.

Certified Trainer status:

Upon successful completion of the nine module quizzes with an average score of 80% or higher, satisfactory midterm and final exam projects, and a score of 80% or higher on the summative written final exam, the student will be awarded with Certified Trainer status from Leadership Development, Inc., and the Center for Workplace Excellence.

Fees:

The fee for the complete course of study is \$1797 (Fee is only \$1197 if earning a Certificate of Completion and not the Certified Trainer status). Both fees include access to all learning modules, an instructional design and training workbook which includes templates and worksheets for designing and developing training, a "crib sheet" guidebook, a full set of Dan Bobinski's books on training, and of course either the Certificate of Completion or the Certified Trainer certificate. **For students who cannot afford the fee in full, financing is available.**

Idaho State University-issued Certified Trainer status:

Some organizations prefer that a Certified Trainer status be conferred by an accredited institution of higher learning. For students who request this type of certification, Idaho State University has approved the course of study contained herein for professional development credits at the 400 level, and Certified Trainer status from ISU will be granted upon completion of the requirements outlined above. An additional fee of \$500 is required for the ISU certification. (Note: The coursework is the same. The extra fee covers undergraduate credits awarded by ISU.)

** Not required if completing the course of study to earn a Certificate of Completion.*