



FAQ

Frequently Asked Questions

What is it?

Online Train the Trainer is a series of nine modules presented in 10-15 minute e-learning lessons that teach people how to create and deliver training on any subject.

Who is it for?

These modules are for people who must create or conduct presentations or training of any kind: HR personnel, managers, department heads, business owners, consultants, seasoned professionals who must do On the Job Training, senior executives, and more.

This could be new employee orientation; On the Job Training, executive presentations, interpersonal skills, management skills, safety training – the list goes on.

Who benefits from this?

1. *The person doing the training.* Instead of guessing on how to best present certain material or instead of relying only on lecture or PowerPoint, the trainer learns proven methods that reach all learning styles. The trainer becomes confident that the methods and materials he or she selects to make a presentation will be the most effective.
2. *The learners.* When lessons are presented according to methods that work, those who supposed to learn get engaged and actually learn. Data dumps and “death by PowerPoint” become a thing of the past.
3. *The organizations.* The *Emerging Workforce Study* found that companies in which training is considered good have about 12 percent of their workforce thinking of leaving within a year. But companies in which training is considered poor have 41 percent thinking of leaving within a year. That’s a huge difference, not only costs, but also in morale and productivity. Good training pays for itself many times over.

How does it work?

The entire course consists of nine modules, each focusing on a different aspect of creating training.

Each module is broken down into specific subjects presented in lessons that are only 10 – 15 minutes long. This way you can complete lessons even if you have only a short period of time to do so; say, during a lunch break or before dinner.

Each lesson has audio and video, instructing you using easy-to-understand methods. In other words, we use practical language and methods, not academic mumbo jumbo.

Every two or three minutes you are asked to answer a few questions about what you just learned. Learners move on to the next section of the lesson only after correctly answering these questions. If you answer a question incorrectly, you can try again as often as it takes to get it correct. Also, learners can go back to review any part of the lesson if they so choose.

At the end of each lesson is a ‘closed book’ graded quiz. Learners must score at least 85% on each lesson to move ahead to the next one – and to complete the course.

Can I retake a lesson if I don't score 85% or higher?

Yes. Each learner can retake a lesson as often as necessary to learn the material. We're interested in people learning what they need know to create awesome training.

What if I am almost done with a lesson but must log out prior to completing it?

Life happens, so we set up the lessons similar to a DVD, allowing you to “jump” to a specific scene in the lesson. If you must log out before finishing a lesson, when you log back in, simply go the last lesson you were working on and jump to the nearest screen to where you were when you finished.

How do I enroll?

You can enroll directly on the website. Just fill in the enrollment information and select a method of payment. Once payment is received, you will receive a username and password that allows you to logon and start your lessons!

NOTE: Website registration begins November 12, 2007. Before that time you'll need to enroll by calling the Center for Workplace Excellence at (208) 375-7606.

Can I get a Certificate of Completion?

Yes. Each person completing all the modules with a score of 85% or higher receive a Certificate of Completion.

Can I become a Certified Trainer?

Yes. For those interested in achieving **Certified Trainer** status, we provide that, in conjunction with a major university. Extra assignments and fees are required. Contact the Center for Workplace Excellence at (208) 375-7606 for more details.

Can I receive college credit for this course?

Yes. Professional Education Credits, applicable for elective credit in undergraduate programs, can be awarded. Extra costs are involved. Contact the Center for Workplace Excellence at (208) 375-7606 for more details.

What if I have a specific question? Who do I contact?

Every person enrolled in our *Online Train the Trainer* program is free to contact the Center for Workplace Excellence and ask for assistance. Email addresses and phone numbers are provided to each enrollee at the time of enrollment.

If I enroll several people from my team, can I be apprised of their progress?

Yes. Our system is set up so that you can receive updates regarding the people you have enrolled in the course. You'll be able to learn how far someone is in the course and the grades he or she has been getting on the quizzes.

How much does the program cost?

The entire program is only US \$1197 if paid in full at the time of enrollment, a 15% discount off the payment price of \$1397.

NOTE: Early Bird sign up is available until October 30, providing an additional 25% off if payment is made in full – ONLY \$897.

What kind of payment do you accept?

All major credit cards are accepted, as are checks. We can invoice if requested. For clients wishing to pay by wire transfer, please contact us for routing information.

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