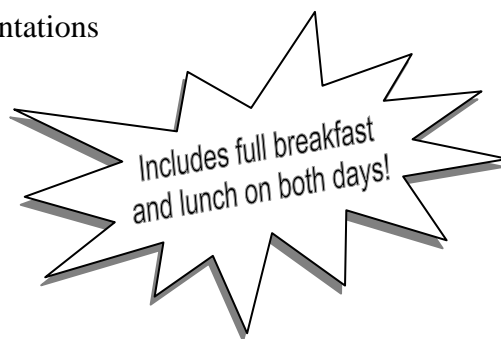




COURSE OVERVIEW – TRAIN THE TRAINER  
TWO-DAY WORKSHOP (with optional third day)

WHO SHOULD ATTEND:

- Managers or supervisors who must train or give presentations
- HR personnel
- Business development professionals
- In-house trainers
- Consultants
- New trainers
- Experienced trainers who want a refresher
- Department heads



WHAT YOU'LL LEARN:

- A Systematic Approach to Training - Learn the five focus areas needed to create effective training.
- Instruction delivery methods - Explore the pros and cons of various delivery methods and choose the ones that work best for your needs.
- How to do 'On the Job Training' – Shorten the time it takes people to learn what they need to learn, while increasing their retention and their ability to do it right.
- Individual learning styles - Find out how to identify the various ways people perceive and process information, and how to reach them with what they need to know.
- Accelerated Learning - How to create training that reaches all learners – quickly.
- Presentation techniques & tools - Explore the pros & cons of various tools and presentation styles, practice impromptu speaking with the benefit of real-time coaching.
- Measuring results - Learn how to evaluate training's impact in the workplace.
- Legal & ethical issues in training delivery - Examine ethical standards and how to keep training 'above board.'

WHAT YOU'LL RECEIVE:

- *A Systematic Approach to Training* workbook - A complete, step-by-step guide for what to do and how to do it. Includes templates, worksheets, samples, and more – covers all types of training.
- Bonus material - Additional tools, tips, & techniques, plus a handy "crib sheet" guidebook.
- A framed certificate of completion.
- Lunch is included on both days of class!

## WORKSHOP CONTENT:

### Section 1: OVERVIEW OF TRAINING ANALYSIS

- Is training the answer?
- *Systematic Approach to Training* Overview
- How People Learn (Learning Domains)
- Task Analysis
- Creating Learning Objectives (Mager & Gronlund)

### Section 2: OVERVIEW OF TRAINING DESIGN / INTRO TO DEVELOPMENT

- Building a 'Necessary Skills' Inventory
- Establishing Prerequisites
- Creating Quizzes & Tests:
  - Written Tests
  - Performance Tests
- Learning Styles – Learning the Different Learning Preferences
- Structuring Presentations using the Accelerated Learning model
- Presentation Methods
  - Tips and Tricks for Using Visual Aids
- Creating Lesson Plans
- On-The-Job Training: The Skill-Transfer Method

### Section 3: DEVELOPING TRAINING / INTRO TO DELIVERY

- Competency-Based Training
- Planning Presentations
  - Use of Checklists
  - Incorporating Case Studies
  - Instructor Guides
  - Physical environment
  - Availability / readiness of supplies
  - Contingencies
- Training Realities

### Section 4: DELIVERING TRAINING / INTRO TO TRAINING EVALUATION

- Designing Evaluations
  - Formative
  - Summative
- Kirkpatrick's Four Levels of Evaluation
  - Use of Pretest / Post Test
  - Measuring for Results
- Creating Training Modules
- Creating Comprehensive Training Programs

Section 5: USING FEEDBACK AND CREATING TRAINING CULTURES

- o Getting Feedback and Improving Training
- o Student Presentations
- o Types of Training – What works best where and why
- o Aligning Training with Vision and Mission Statements
- o Creating a ‘Training’ Organization
- o Written Exam
- o Graduation – Awarding of Certificates

**Optional Day Three: DEEP APPLICATION OF PRESENTATION SKILLS**

- o Each Participant Applies Their Learning to “Formal” Presentations
- o Invaluable for Retention / Imprinting the Material into Long-Term Use
- o Hands-on Practice Allows for Learners to Experiment in the Safety of the Workshop
- o Participants Receive Feedback From Facilitator on Effective Use of Visual Aids
- o Learners Evaluate Each Other; Reinforcing Their Learning at the Same Time
- o Practice with Confirmation by Facilitator Increases Confidence in the Field

+ + +

Bonus: FREE PHONE SUPPORT -- There’s no need to worry about remembering every little detail of we cover in class. Included in the cost of the workshop is free phone support. In other words, each participant can call for assistance on any topic related to the training material.

# # #

Register for the June 10 & 11 Train the Trainer workshop (with optional third day June 12) at the Courtyard by Marriott in downtown Boise, Idaho

**(208) 375-7606 - dan@workplace-excellence.com**

or, complete form below and fax to (208) 375-7607

or mail to 10140 W. Meadowlark Street, Suite B., Boise, ID 83704

Please enroll me in the June 10 & 11 Train the Trainer Workshop (for June 12 option, see below)

Name \_\_\_\_\_

Company \_\_\_\_\_

Address  home  work \_\_\_\_\_

Home or Mobile # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Fee includes all program materials & framed completion certificate, plus full breakfast & lunch on both days.

If you are unable to attend after registering, you may transfer this registration to another person at no extra charge. A refund will be granted, subject to a \$100 processing fee, for written notification of cancellation received at least fourteen days prior to the event. Registrants canceling after that date and/or failing to attend the training are responsible for entire enrollment fee. Leadership Development, Inc. reserves the right to cancel the training and should it do so, its liability shall be limited only to the amount of the enrollment fee.

Fee: Only \$497  
Early Bird \$480 before  
May 6th

**GROUP DISCOUNT:  
Only \$467**

if enrolling three or  
more people.

Add \$197 per person if  
enrolling in the  
optional third day.

Note: If enrolling more  
than one person, please  
provide contact info  
for each attendee.

**I will attend the  
optional third day on  
June 12.**

Payment Method:

Visa  MasterCard  AmEx

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Total Amt: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Invoice my company using the address  
shown, attention: \_\_\_\_\_

I'm sending a check