



## OVERVIEW – TRAIN THE TRAINER TWO-DAY WORKSHOP

### 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.
- Full breakfast and 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

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

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**Bonus: FREE PHONE SUPPORT !!!!**

We understand that situations will arise in which you will have questions about how to apply your knowledge for a particular training need.

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 “tech support” and get assistance for any topic related to the training material.

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Register for this awesome April 1 & 2 Train the Trainer workshop  
visit <http://www.trainthetrainer.eventbrite.com>

or call (208) 375-7606

**Where:** Courtyard by Marriott in downtown Boise, Idaho

**What:** Two days of intensive, hands-on learning

**Includes:** An 80-page workbook with instructions and templates  
Hot breakfast & lunch included on both days  
A framed certificate of completion  
Free phone support after the workshop!

**Cost:** Only \$897      Register four or more for only \$718 each

*Discounted room rates at the Courtyard by Marriott Boise Downtown - only \$79  
Plus free shuttle to and from the airport!*