



Corporate Training Main #:
239-433-6963
Fax:
239-489-9051

Department of Corporate Training Train the Trainer

This class will show you how to train others when you're new to training. It contains 5 interactive modules which are designed to accommodate all fields of business.

- I. Basics
Includes: Elements, Expectations and Evaluation
- II. Setting the Stage for Learning Success
Includes: Objectives
 - Self-assessment
 - Trainer Credibility
 - Positive Image = Positive Energy
 - Preparations (Content, Logistics and Communications)
- III. Preparing Participants (and those who send them)
Includes: Communicating & Connecting Objectives
 - How People Learn (Styles and Knowledge Transfer)Creating & Sustaining Learning Motivation
Goals & Measures
- IV. Presenting Information
Includes: Starting Right!
 - Controlling the Learning Process
(I.e., Handling Difficult Situations & Participants)
 - Enriching Learning
 - Other Instruction Tools, Techniques and Tips
- V. Practice and Feedback
Includes: How to Give Effective Feedback
 - Defining Performance (before, during and after)
 - Mini-instructional Participant Presentations
 - Closing/Q & A

Train the Trainer

*Instructor: Senior-level
organizational development
consultant with over twenty years
in the field.*

Please Call for Dates and Cost.

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The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources
Royal Palm Hall, N-120 – Lee Campus
8099 College Parkway SW
Fort Myers, FL 33919
(239) 489-9293