

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

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

Please Call for Dates and Cost.

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