

Field Trainer Certification

Introduction

Being a field-based trainer presents a unique set of responsibilities and challenges. Field-based trainers often are tasked with not only being trainers but also with being direct contributors as part of their responsibilities. Field Trainer Certification provides field-based trainers with basic adult learning principles, objective setting, facilitation of learning skills, and onboarding new hires through good feedback and modeling techniques. The purpose of this workshop is to improve participants' effectiveness as facilitators of learning in the field through good adult learning principles.

Objectives

After completing the workshop, participants will be able to do the following:

- Use adult learning principles to plan, conduct, evaluate, and follow up productive learning sessions
- Implement components of facilitation to engage learners in interactive learning activities and self-directed learning
- Facilitate a live workshop so that learning occurs and there is a transfer of skills, knowledge, and/or behaviors.
- Assist managers in the onboarding of new hires
- Facilitate a virtual learning solution

Pre-Workshop Assignment

Before the workshop, participants read support material and identify a presentation they will be giving in the near future to use during the interactive workshop. Following good curriculum design and application of adult learning principles, this pre-work assignment will expose participants to all the key workshop concepts so that the workshop focuses primarily on application.

Interactive Two-Day Workshop

Day 1

Welcome and Objectives Review

- Introductions
- Housekeeping
- Participants' objectives

Adult Learning Principles

- Golden Rule of Learning
- Adult learning fundamentals
- Adult learning process

Performance Objectives

- Learning objectives versus performance objectives
- Bloom's Taxonomy
- SMART performance objectives

Facilitation of Learning

- Know the subject well and be organized
- Practice the Golden Rule
- Assess with effective questions
- Demonstrate good platform skills and properly use media
- Manage the learning environment
- Sustain the learning

Close Day 1

Day 2

Open Day 2

New-Hire Onboarding

- ALPs and FOL in new-hire onboarding
- Three key behaviors for new-hire onboarding

Fundamentals of Virtual Facilitation

- Difference between live and virtual affiliation
- Virtual Facilitation model

Preparation for Certification Presentations

Final Certification Presentations

Conclude Workshop