

Trainer Certification I

Introduction

Training is an important responsibility. The trainer's role as a teacher and coach is critical to trainees' development of the knowledge and skills needed to reach consistently productive success levels. Trainer Certification I provides trainers with basic adult learning principles and coaching principles to more effectively coach both knowledge and skills. The purpose of this workshop is to improve participants' effectiveness as facilitators of learning by implementing principles related to adult learning, creating performance objectives, facilitation, providing feedback as a trainer, and designing competency-based curriculums. This certification workshop is for both in-house and field-based trainers.

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
- Create effective performance objectives that ensure the learning meets the learners' needs and is measurable
- Implement components of facilitation to engage participants in interactive learning activities and self-directed learning
- Deliver evidence-based feedback that supports development
- Develop competency-based curriculums that meet the organization's business needs

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 of the new learnings.

Interactive 2.5-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

Giving Effective Feedback

- Evidence-based feedback
- Feedback and expectations
- Forms of feedback

Trainer Expectations

- Trainer's role
- Common expectations

Facilitation Certification Preparation

Close Day 2

Day 3

Open Day 3

Final Certification Presentations

Final Certification Presentations Debrief

Conclude Workshop