



Train-the-Trainer Online Seminar



Curriculum Overview

- completely customizable to client needs

Timing

3 x 90mins webinars on the same or different days

Core Objectives

- Participants will understand instructional techniques to help effectively deliver engaging training.
- Participants will be able to communicate the definition of learning and development and distinguish the different types of learning. They will be able to describe and apply adult-learning principles.
- Participants will be able to express why attendees need to be actively involved during training. They will be able to identify the important roles and tasks before, during and after delivery. They will recall the guidelines of training management and identify how to respond to various group dynamics. The participants will be able to compare and contrast the differences and benefits in room layouts. They will be able to assess and determine the best visual aids and tools for their upcoming course delivery.
- Participants will evaluate effective and ineffective training exercises. They will also evaluate the benefits of using pre and post-work resources.
- Participants will explore the attributes of a variety of training evaluation models and identify the purpose and benefits of seminar evaluation.
- Participants will practice the day's learning by delivering a 10-minute assigned section to the other trainees. They will each provide their own feedback on their performance and then the facilitator will gather feedback from the observing participants.

Webinar 1 of 3 Outline*

| Module | Topic | Time |
|----------|-------------------------------|------------|
| Module 1 | Welcome and Introductions | 10 minutes |
| Module 2 | Facilitation vs. Presentation | 30 minutes |
| Module 3 | Effective Learning | 35 minutes |

Webinar 2 of 3 Outline*

| Module | Topic | Time |
|----------|--------------------------|------------|
| Module 4 | The Learning Environment | 75 minutes |



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Webinar 3 of 3 Outline*

| Module | Topic | Time |
|----------|------------------------------------|------------|
| Module 5 | Applying the Learning | 10 minutes |
| Module 6 | Evaluating the Learning | 10 minutes |
| Module 7 | Putting it into Practice | 50 minutes |
| Module 8 | Summary and Recommended Next Steps | 5 minutes |

*If the webinars are being held on the same day, a 10mins break is recommended after the first 90mins webinar and a lunch break between the second and the third webinar

Module Summaries

Module 1 - Welcome and Introductions (10 minutes)

Objective: To help participants feel welcome to the seminar and remove all distractions from the learning environment (wondering about topics, cell phone usage and breaks etc). Participants sense a safe learning environment that is collegial, interactive and purposeful. This section will include a brief 'road map' overview of the day ahead.

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| Lesson 1 | Welcome Activity | 5 minutes |
| Lesson 2 | Facilitator Introduction, Learning Objectives, Learning Agreement | 2 minutes |
| Lesson 3 | Learning Goals | 3 minutes |

Module 2 - Facilitation vs. Presentation (30 minutes)

Objective: In this module, participants will be presented with the different skills required for facilitating a training class and presenting content. They will utilize various instructional techniques to help them effectively and interactively teach a training class.

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| Lesson 1 | What's the Difference? | 10 minutes |
| Lesson 2 | Facilitation Skills +/-'s | 10 minutes |
| Lesson 3 | Presentation Skills +/-'s | 10 minutes |



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Module 3 - Effective Learning (35 minutes)

Objective: In this module, participants will be able to communicate the definition of learning and development and distinguish the different types of learning. They will be able to describe and apply adult-learning principles.

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| Lesson 1 | What's the Purpose of Training? | 10 minutes |
| Lesson 2 | Learning Principles: Understanding Your Audience | 15 minutes |
| Lesson 3 | Learning Styles: How People Learn | 10 minutes |

Module 4 - The Learning Environment (75 minutes)

Objective: In this module, participants will be able to express why participants who take part in training need to be actively involved. They will be able to identify the important roles and tasks before, during and after delivery. They will recall the guidelines of managing training and identify how to respond to various group dynamics. The participants will be able to compare and contrast the differences and benefits in room layouts. They will be able to assess and determine the best visual aids and tools for their upcoming course delivery.

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| Lesson 1 | Keeping it Interactive | 10 minutes |
| Lesson 2 | What's My Part: Understanding the Transfer of Training | 10 minutes |
| Lesson 3 | Classroom Management | 15 minutes |
| Lesson 4 | Reading and Responding to Group Dynamics | 15 minutes |
| Lesson 5 | Setting it Up: Learning Space Design | 15 minutes |
| Lesson 6 | Using Visuals and Tools | 10 minutes |

Module 5 - Applying the Learning (10 minutes)

Objective: In this module, participants will evaluate effective and ineffective seminar exercises. They will also evaluate the benefits of using pre and post-work resources.

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| Lesson 1 | Interactive Exercises | 7 minutes |
| Lesson 2 | Using Pre and Post-Work Resources | 3 minutes |



Module 6 - Evaluating the Learning (10 minutes)

Objective: In this module, participants will explore the attributes of a variety of training evaluation models and identify the purpose and benefits of evaluating training.

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| Lesson 1 | Return on Expectation: What's the Problem to be Solved? | 3 minutes |
| Lesson 2 | Evaluation Models | 7 minutes |

Module 7 - Putting it into Practice (50 minutes)

Objective: In this module, participants will practice the day's learning by delivering a 10-minute training to the other participants. They will each provide their own feedback on their performance and then the facilitator will gather feedback from the observing participants.

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| Lesson 1 | Skill Practice: Demonstrate Your Learning | 25 minutes |
| Lesson 2 | Providing Feedback | 25 minutes |

Module 8 - Summary and Recommended Next Steps (5 minutes)

Objective: This module will close the training by allowing the participants to share their insights gained from the course and actions they intend to take. The facilitator will recommend additional resources and an evaluation of the day will be completed.

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| Lesson 1 | Insights/Actions to Take | 2 minutes |
| Lesson 2 | Resources and Evaluations | 3 minutes |

