



Train-the-Trainer Onsite Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

Full day class: 400 minutes of learning (assuming 60 minutes for lunch and 2 x 10 minute breaks)

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.

Outline

Module	Topic	Time
Module 1	Welcome and Introductions	30 minutes
Module 2	Facilitation vs. Presentation	45 minutes
Module 3	Effective Learning	35 minutes
Module 4	The Learning Environment	120 minutes
Module 5	Applying the Learning	20 minutes
Module 6	Evaluating the Learning	20 minutes
Module 7	Putting it into Practice!	120 minutes
Module 8	Summary and Recommended Next Steps	10 minutes



Module Summaries

Module 1 - Welcome and Introductions (30 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.

Lesson 1	Welcome Activity	15 minutes
Lesson 2	Facilitator Introduction, Learning Objectives, Learning Agreement	7 minutes
Lesson 3	Learning Goals	8 minutes

Module 2 - Facilitation vs. Presentation (45 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.

Lesson 1	What's the Difference?	10 minutes
Lesson 2	Facilitation Skills +/-'s	25 minutes
Lesson 3	Presentation Skills +/-'s	10 minutes

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.

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 (120 minutes)

Objective: In this module, trainees 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.

Lesson 1	Keeping it Interactive	20 minutes
Lesson 2	What's My Part: Understanding the Transfer of Training	20 minutes
Lesson 3	Classroom Management	20 minutes
Lesson 4	Reading and Responding to Group Dynamics	20 minutes
Lesson 5	Setting it Up: Learning Space Design	20 minutes
Lesson 6	Using Visuals and Tools	20 minutes

Module 5 - Applying the Learning (20 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.

Lesson 1	Interactive Exercises	12 minutes
Lesson 2	Using Pre and Post-Work Resources	8 minutes

Module 6 - Evaluating the Learning (20 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.

Lesson 1	Return on Expectation: What's the Problem to be Solved?	8 minutes
Lesson 2	Evaluation Models	12 minutes

Module 7 - Putting it into Practice! (120 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.

Lesson 1	Skill Practice: Demonstrate Your Learning	60 minutes
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Lesson 2	Providing Feedback	60 minutes
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Module 8 - Summary and Recommended Next Steps (10 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.*

Lesson 1	Insights/Actions to Take	5 minutes
Lesson 2	Resources and Evaluations	5 minutes

