



THE PROFESSIONAL TRAINER

Training Skills and Tools

"The purpose of any training program is to deliver results. People must be more effective after the training than they were before."

~Bob Pike

DESCRIPTION: How effective are your training programs? Are participants involved and engaged or bored and passive? Are the new skills transferred from the classroom to the work environment? This workshop is designed to transform trainers into learning experts who deliver exceptional results for their organizations. The first day of learning is focused on introducing new methods and tools. During the second day, participants deliver "mini" training sessions and receive feedback on their use of the methods learned the previous day.

INSTRUCTOR: Deborah Avrin, SPHR

WORKSHOP OBJECTIVES: The participant will learn how to

- Identify the core competencies of a professional trainer
- Implement the four P's of accelerated learning: preparation, presentation, practice and performance
- Keep their training adult learner centered by using participative instructional methods
- Include all types of learning styles--no learner left behind!
- Use appropriate physical presence: voice, eye contact and body language
- Select and use appropriate visual aids
- Create creative training reinforcement
- Manage the challenging participant
- Evaluate training effectiveness with the four levels of learning
- Turn classroom exercises into effective distance learning activities

WHO SHOULD ATTEND: New and experienced trainers

LENGTH: Two full days (One day program available for on-the-job trainers)

SUPPLIED MATERIALS: Participant Manual, plus supporting materials.