Train the Trainer

It's not enough to train the workforce. You also have to train the trainer.

The training field can change fast with new methodologies, new discoveries about the way adults learn, and changing expectations from trainees and from your company. In this course, you will gain the practical platform skills and confidence you need to succeed. This powerful course puts the latest trends and techniques at your fingertips. Whether you've been training for a while or have never stepped onto a platform before, this course will show you how to become a facilitator of learning, not just a presenter. You'll build confidence, engage your audience from the beginning, and leave your trainees praising your training abilities.

There are no prerequisites for this course.

What You'll Learn

- Boost retention with the latest in adult and accelerated learning techniques
- Understand the group's needs and adjust your material to meet them
- Build your credibility and trust with trainees and management
- Create training that has the right flow from segment to segment
- Open a workshop with confidence and close it with a wrap-up that guarantees successful learning

Who Needs to Attend

- Those new to training
- Subject matter experts that need to train others
- Trainers who are looking for new, more effective approaches to learning

Visit our website:
http://www.sanjac.edu/cpd/bp-training

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Course Outline

1. Introduction
   - Envision, think through, and create a plan of action to ensure an effective training program
   - Infuse training programs with the six elements of training success
   - Use training methods to reach a variety of learners
   - Apply brain-friendly techniques to maximize understanding and retention
   - Using an expansive toolkit, adjust techniques to meet the needs of different learning situations
   - Encourage on-the-job application of knowledge and skills through practice and feedback
   - Recognize the supportive training technologies and blended learning techniques available in the market today
   - Overcome anxiety when delivering training

2. Active Adult Learning
   - How adults learn
   - Six qualities of an active learning program
   - Create an opening exercise to achieve team building and on-the-spot assessment
   - Increase learner participation

3. Assessment
   - Information to obtain in a training needs assessment
   - Questions to use in a training needs assessment

4. Objectives
   - Develop clear training objectives that are focused on outcomes
   - Recognize affective, cognitive, and behavioral objectives

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5. Fulfiling Training Objectives
   • Plan a training module to fulfill an objective
   • Use a variety of training methods and formats
   • Recognize behavioral style differences

6. Facilitating Presentations and Activities
   • Present and facilitate your own training segment
   • Give and receive feedback on a training segment

7. Opening Exercises
   • Select opening exercises to meet training goals
   • Facilitate an opening exercise

8. Brain-Friendly Lectures
   • Ways to make lectures more effective
   • Conduct lectures that are brain-friendly

9. Lecture Alternatives
   • Use alternatives to lecturing to address a specific training topic
   • Incorporate lecture alternatives into training programs

10. Experiential Learning Activities
    • Experiential learning activities that support training goals
    • Experiential learning activities that meet training challenges

11. Extending the Value of Training
    • Incorporate learning tools and approaches into training programs
    • Select approaches to apply learning back on the job

12. Evaluating Training
    • Develop interim and final evaluations
    • Four levels of evaluation

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13. Facilitating Presentations and Activities
   - Deliver a prepared training segment
   - Provide feedback to others on facilitation and nonverbal behavior
   - Incorporate feedback into future training efforts

14. Closing Activities
   - Use closing activities for the purpose of reviewing, self-assessing, application planning, and celebrating the end of a training program
   - Summarize key concepts and actions from the seminar

**Train the Trainer**

**Hours:** 21hrs classroom

**Course Fee:** $895
(Curriculum Provided)

**Location:**
San Jacinto College Central
8060 Spencer Hwy
Pasadena, Texas 77505

**See Class Schedule Below**

**Date:** Mar 9 thru Mar 11, 2015
**Time:** 9am – 5pm

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