

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, and providing feedback as a trainer.

Performance Objectives

By the end of this session, participants will be able to:

- ▶ Use adult learning principles to plan, conduct, evaluate, and follow up productive learning sessions
- ▶ Implement components of facilitation to engage learners in interactive learning activities and self-directed learning
- ▶ Demonstrate effective platform skills that augment learning during workshop facilitation
- ▶ Manage the learning environment so participants have a positive development experience
- ▶ Deliver evidence-based feedback that supports development

Pre-Session Assignment

Participants will receive and complete a pre-session assignment that includes reviewing session objectives, establishing personal session objectives, identifying an important initiative to work on during the session, and reading background material about trainer certification.



Two-Day Interactive Session

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

Giving Effective Feedback

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

Trainer Expectations

- ▶ Trainer's role
- ▶ Common expectations

Facilitation Certification Preparation

Final Certification Presentations

Final Certification Presentations Debrief

Session Conclusion
