

Train the Trainer: HOW ADULTS LEARN

FACILITATING ADULTS – PLANNING, DESIGNING, AND EVALUTATING TRAINING

The Goal: To enhance the training and facilitation skills of all program participants geared toward their specific application or training goals.

Format/Structure: Four-and One-half Day Train-The-Trainer in-person program over five consecutive days. (8:30 a.m. – 4:00 p.m. Monday through Thursday, 8:00 a.m. – 12:00 p.m. Friday)

Methodology: In this 4 ½ day information filled, fast paced, highly participative training class, participants will experience how adults learn, will practice planning and designing helpful hints and demonstrate proven training and facilitation techniques that will enhance learning and use of skills back on the job.

Day 1: Objectives – HOW ADULTS LEARN – Creating the Learning Environment 8:30 a.m. – 4:00 p.m.

- To explore 5 assumptions for engaging adults in learning
- To examine 6 of 10 principles of adult learning
- To skill practice a six-step training model
- To determine top 5 creative training techniques for you
- To experience the three laws of adult learning

Day 1 homework:

To prepare a ONE-minute business-related training class using two principles of adult learning, participation, and no PowerPoint.

Day 2: Objectives –PLANNING AND PREPARATION – Creating the Roadmap 8:30 a.m. – 4:00 p.m.

- To define the what, when, and why of a training needs assessment
- To define the 5 critical aspects of turning needs into objectives
- To identify three key components when writing training objectives
- To skill practice writing two business related training objectives
- To decide the 10 Deadly Sins of Trainers
- Deliver a one-minute info session using two principles of adult learning

Day 2 homework:

To prepare one 3-minute business-related training class using four principles of adult learning, participation, Sandwich Method and no Powerpoint.

Day 3: Objectives – DESIGNING and DEVELOPING TRAINING – Methods, Materials, Flow
8:30 a.m. – 4:00 p.m.

- To analyze the four windows of training
- To practice 3 steps for choosing activities for development and experience
- To dissect the ten essential elements of training design
- To explore the 5 tips for creating a powerful handout
- To recognize the 10 “Deadly Sins” of Trainers
- To conduct a 3-minute business-related training class using four principles of adult learning, participation, Sandwich Method and no Powerpoint.

Day 3 homework:

Prepare one 5-minute training class using group activities, no PowerPoint, Goal, Objective, a handout, visual aid and the Sandwich Method.

Day 4: Objectives – CREATIVE FACILITATION TECHNIQUES - Enhancing Instruction
8:30 a.m. – 4:00 p.m.

- To recognize 4 steps to get into team exercise
- To identify 14 tips for better presentation and stage skills
- To discuss the A,B,Cs of questioning tips
- To demonstrate 5+ and 5– trainer behaviors
- To conduct one 5-minute training class demonstrating at least five leanings from the workshop while practicing facilitating skills with no PowerPoint

Day 4 homework:

- To prepare one 10-minute training class using a team activity, no PowerPoint, Goal, Objective, a handout, visual aid and the Sandwich Method.

Day 5: Objectives – EVALUATING TRAINING - Ensuring Positive Impact 8:00 a.m. – 1:00 p.m.

- To conduct one 10-minute Training class demonstrating at least five learnings from the workshop while practicing facilitating skills with no PowerPoint
- To examine the 4 levels of Evaluating Training
- To experience 3 simple, powerful closings