

The Practical Trainer

If you do on the job training in your organization, this three-day workshop can help you feel more comfortable and more competent. You will explore how adults learn and take a step-by-step approach to create training sessions that meet employee needs and you will have the opportunity to practice these skills in a safe environment. Training results are too important to leave to chance. Register today, so you will be prepared when you are asked to stand and deliver.

How You Will Benefit:

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Conduct a short group training session that incorporates these training concepts.

What You Will Cover:

- ▶ Successful training programs
- ▶ Adult learning principles
- ▶ Learning styles
- ▶ Training objectives
- ▶ Effective trainers versus ineffective trainers
- ▶ Training aids
- ▶ Training techniques
- ▶ The training cycle
- ▶ Presentation skills
- ▶ Using visual aids
- ▶ Dealing with difficult trainees
- ▶ Evaluating your training

Name of City and Date of Event

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What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. *Prices and dates are subject to change.

Pre-Registration Form:

The Practical Trainer

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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