

Advanced Skills for the Practical Trainer

Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make a program exciting. The learners will have fun while they are learning. The facilitator has been able to involve their emotions as well as their minds. You will see the involvement, and you will feel the energy.

To reach this stage as an adult educator isn't always easy, but success isn't just for the naturally gifted. It is possible for all of us who put effort into our personal growth and development, because we want the enormous satisfaction that comes from working with others to help them reach their potential as human beings. This three-day workshop is your start to that goal.

How You Will Benefit:

- Enhance your understanding of learning styles & how to accommodate all learning styles in the classroom
- Understand the key principles of effective communication in a workshop setting
- Use a variety of training techniques to stimulate participation
- Develop a plan and prepare for an effective training session
- Understand the different levels of evaluation and when to use each
- Understand how and when to add fun and humor to your training session
- Identify advanced interventions for difficult situations
- Practice the skills needed for a team presentation

What You Will Cover:

- ▶ Preparing to learn
- ▶ Understanding learning
- ▶ Competencies for adult educators
- ▶ Accommodating learning preferences
- ▶ Adult learning
- ▶ The art of facilitation
- ▶ Planning a workshop
- ▶ Visual aids
- ▶ Your role as an effective communicator
- ▶ Questioning as a training technique
- ▶ Kirkpatrick's levels of evaluation
- ▶ On-the-job support
- ▶ Dealing with difficult situations
- ▶ Adding some fun
- ▶ Team teaching
- ▶ Training preparation and presentations

Name of City and Date of Event

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What's included?

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

TIME: 9am – 4pm.

FEES: Available on request, plus applicable taxes. *Prices and dates are subject to change.

Pre-Registration Form:

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Enroll me now

Participant Name (*Please Print*)

Position _____

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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