

Train-the-Trainer

This five-day course requires participants to take an active role in the learning process. Participants make at least five presentations and receive feedback from peers, instructors, and videotape. Individual and small-group learning activities allow participants to practice their delivery style and pilot their course-design projects.

Key Objectives

- Identify the specific needs of adult learners
- Identify and practice effective course design and development techniques
- Practice a variety of delivery methods
- Overview a nine-step repeatable process for course development
- Improve presentation and facilitation skills
- Design valid measurements of learning and skills application
- Develop expertise in evaluating trainer competencies

Who Should Attend

Trainers, course developers, and technical experts serving as course developers or trainers

Materials/Texts

Participants will receive a copy of the texts *Communicate with Confidence®!:* *How to Say It Right the First Time and Every Time* (McGraw-Hill) and *Speak with Confidence!:* *Powerful Presentations That Inform, Inspire, and Persuade* (McGraw-Hill) written by Dianna Booher. Participants will also receive a student manual and laminated job-aid cards. They should also come to class prepared to present a 5- to 10-minute segment (including opening and closing) of a course they teach or have designed.

Class Size

6-10 participants