

Train the Trainers Workshop

WHO SHOULD ATTEND

- If you are a trainer who is looking for new, more effective approaches to adult learning, this is the ideal workshop for you
- Nonprofit professionals including executive directors, program staff and other staff members that train adult learners
- Professionals that lead trainings, workshops, orientations, meetings, retreats and want to improve their facilitation and trainings skills
- Companies and government agencies that lead trainings or workshops

LEARNING OBJECTIVES

PREPARING FOR YOUR TRAINING

- Plan how to set up your workshop room to match your goals
- Communicating with attendees
- Aligning your presentation to the technology available and audiovisual techniques

OPENING A TRAINING

- Explain how to develop opening exercises to engage participants and the “first five minutes”
- Review how to frame and create context for participants to understand the goal of the training

CREATING SLIDES

- Compare sample presentation slides from real workshops
- Examine what works well in preparing slides and what to avoid

INTEGRATING CONCEPTS OF ADULT LEARNING

- Review how adults learn best and methods to integrate adult learning styles to ensure effective training delivery

LEARNING OBJECTIVES & INSTRUCTIONAL DESIGN

- Understand how to develop and craft learning objectives that focus on outcomes and results rather than topics
- Assess how to develop learning objectives that match content provided
- Understand how to develop content that is applicable from theory to concept and how to design content in a workshop so that adult learners can apply what they are learning

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ENGAGED LEARNING

- Learn how to incorporate concepts of engaged and deep learning and connecting activities to learning objectives
- Understand how to manage different learning styles
- Learn how to use handouts and supplemental learning tools

PARTICIPANT MANAGEMENT

- Understand how to manage distracted, uninterested or difficult participants that are required to attend your training
- Analyze what to do when conflict arises in a training or facilitated experience and how to manage a moment to build community

TIME MANAGEMENT

- Analyze how to better manage your trainer time to ensure content completion in allotted time
- Discuss how to manage moments that might that might impact getting through all content

CLOSING, HOW TO DEBRIEF & FOLLOW UP

- Methods to incorporate a debrief into your workshop and training
- Strategies to close out workshop
- Review sample evaluation methods to incorporate into your training