

# Train the Trainer: The Practical Trainer

If you do on the job training in your organization this 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:

- Consider the participants and their training needs
- Understand different learning styles and adult learning principles
- Know how to write objectives
- Evaluate whether objectives have been met.
- Develop an effective training style
- Use the training aids and techniques appropriately
- Know how to create an instruction guide
- 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
- ▶ Instruction outlines
- ▶ Presentation skills
- ▶ Presentations and Feedback

San Diego, CA

LA, CA

## What's Included?

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

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

## Pre-Registration Form:

### Train the Trainer

Yes  Enroll me now

Participant Name (*Please Print*)

\_\_\_\_\_

Position

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Organization

\_\_\_\_\_

Organization Address

\_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### **Be! Everywhere You Are!**

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**BE** EVERYWHERE  
**YOU ARE!**