



Session at a Glance



Module 1—Introduction

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/MATERIALS
	Activity 1-1: Where's the Training Focus? Agenda Review	70 min.	1-1, 1-2	1-1 through 1-7	Markers on the tables Table tents Flipchart Index cards Sticky notes
	Activity 1-2: What Does a Trainer Do?	20 min.	1-3	1-8	
	Activity 1-3: What Is Training? The Train-the-Trainer Workshop Modules	20 min.	1-4, 1-5	1-9, 1-10	
	Activity 1-4: Focus on You— Wrap-Up of Module 1	10 min.	1-6	1-11	

Module 2—Assess and Analyze

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/ MATERIALS
	Activity 2-1: Introduction to Module 2—Assess and Analyze	5 min.	2-1	2-1 through 2-5	
	Activity 2-2: Needs Assessment and Analysis Basics	10 min.	2-2	2-6, 2-7	
	Activity 2-3: How Can You Collect Data? What Questions Will You Ask? Is Training the Solution?	30 min.	2-3 to 2-5	2-8 through 2-16	
	Activity 2-4: Participant's Personal Needs Assessment	30 min.	2-6	2-17, 2-18	
	Activity 2-5: Focus on What's Happening!	15 min.	2-7	2-19	
	Activity 2-6: What Constitutes a Good Learning Objective? How Do You Write a Learning Objective? What Are Your Personal Learning Objectives?	30 min.	2-8 to 2-10	2-20 through 2-28	"Team 2 Notes" memo
	Activity 2-7: Focus on You— Wrap-Up of Module 2	15 min.	2-11	2-29	

Module 3—Design and Develop

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/MATERIALS
	Activity 3-1: Introduction to Module 3—Design and Develop	5 min.	3-1	3-1 through 3-6	
	Activity 3-2: Introducing Design and Adult Learning Principles Malcolm Knowles and Adult Learning Principles Adult Learning—Answer Their Questions	45 min.	3-2 to 3-4	3-7 through 3-14	Flipchart Pairwise card set
	Activity 3-3: Six Recommendations for Effective Training Design	30 min.	3-5	3-15	
	Activity 3-4: FOCUS Your Openings for Added Value What's an Icebreaker?	20 min.	3-6, 3-7	3-16 through 3-17	
	Activity 3-5: Focus on What's Happening! Closing	20 min.	3-8	3-18	
	End Day 1				
	Activity 3-6: Day 2 Open	15 min.			
	Activity 3-7: Activities—Countless Alternatives to Lecture	40 min.	3-9	3-19	Team prizes such as a bag of popcorn or M&Ms

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Module 3—Design and Develop, *continued*

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/ MATERIALS
	Activity 3-8: Using KSAs for Instructional Design Selecting Activities Based on the KSA	25 min.	3-10, 3-11	3-20	
	Activity 3-9: Developing Training Support Materials—Visuals	15 min.	3-12	3-21	
	Activity 3-10: Know Your Training Style Training Style Self-Assessment Training Style Self-Assessment Scoring Pulling It All Together Understand Your Training Style	45 min.	3-13 to 3-17	3-22 through 3-29	
	Activity 3-11: Help! I've Been Asked to Conduct a Webinar! Focus on You— Wrap-Up of Module 3	15 min.	3-18, 3-19	3-30	

Module 4—Implement and Facilitate

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/ MATERIALS
	Activity 4-1: Introduction to Module 4—Implement and Facilitate How Do You Address Different Learning Styles in the Classroom?	30 min.	4-1, 4-2	4-1 through 4-10	
	Activity 4-2: How Do You Establish a Positive Learning Environment?	30 min.	4-3	4-11 through 4-16	
	Activity 4-3: Focus on What's Happening!	10 min.	4-4	4-17	
	Activity 4-4: Presenting a Dynamic Delivery	20 min.	4-5	4-18, 4-19	Flipchart
	Activity 4-5: What Are the Pros and Cons of Lectures?	25 min.	4-6		Flipchart
	Activity 4-6: Do You Get Nervous?	20 min.	4-7	4-20	
	Activity 4-7: Presentation Tools Demonstration	40 min.	4-8		Equipment as needed
	Activity 4-8: The Quandary Queue	55 min.	4-9	4-21	Flipchart
	Activity 4-9: Skill Practice Delivery Preparation	30 min.	4-10	4-22	Flipchart, other equipment as needed

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Module 4—Implement and Facilitate, *continued*

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/ MATERIALS
	End Day 2	.			
	Open Day 3	10 min.			
	Activity 4-10: Skill Practice Delivery Preparation Training/Facilitating Checklist	120–150 min.	4-10, 4-11	4-22	Flipcharts, other equipment as needed
	Activity 4-11: Questions, Questions, From All Perspectives	20 min.	4-12	4-23	
	Activity 4-12: How Do You Bring Closure to a Training Session?	20 min.	4-13	4-24	
	Activity 4-13: Focus on You—Wrap-Up of Module 4	15 min.	4-14	4-25	

Module 5—Evaluate and Enhance

ACTUAL TIME	ACTIVITY	TIME	PARTICIPANT HANDOUT	SLIDE NUMBER	MEDIA/MATERIALS
	Activity 5-1: Introduction to Module 5— Evaluate and Enhance	5 min.	5-1	5-1 through 5-4	
	Activity 5-2: The Importance of Evaluation Evaluating Progress Kirkpatrick's Four Levels of Evaluation	35 min.	5-2 to 5-4	5-5 through 5-7	
	Activity 5-3: Why Return-on-Investment?	15 min.	5-5	5-8	
	Activity 5-4: Evaluate and Enhance	20 min.	5-6		
	Activity 5-5: Focus on You—Wrap-Up of Module 5 Congratulations to Me!	70 min.	5-7, 5-8	5-9, 5-10	Envelopes, evaluations, certificates
