Virtual Train-the-Trainer – May 4-8, 2020
Objectives & Schedule

Day 1 Objectives – How Adults Learn (8:30 am – 2:00 pm)
• To explore five assumptions in adult learning
• To discuss 10 principles of adult learning
• To skill practice a six-step model for training
• To name five creative training ideas
• To examine three laws of adult learning VAC

Day 2 Objectives – Planning, Designing, and Evaluating Training (8:30 am – 2:00 pm)
• To identify the WHAT, WHEN, and WHY of training needs assessment
• To explore five advantages and five disadvantages of four different training needs assessments
• To identify three key components when writing training objectives
• To skill practice writing two business related training objectives
• To conduct one 2-minute training session

Homework:
Prepare a 3-minute business-related training session using two Principles of Adult Learning, participation, and no PowerPoint.

Day 3 Objectives – Planning, Designing, and Evaluating Training (8:30 am – 2:00 pm)
• To analyze the four windows of training design and delivery
• To recognize five criteria when designing creative handouts
• To list at least 33 alternatives to lecture
• To explore the Four Levels of Evaluating Training Outcomes
• To conduct one 3-minute training class using two additional Principles of Adult Learning, participation, and no PowerPoint

Homework:
To prepare one 5-minute business-related training session using group participation, objectives, and four Principles of Adult Learning

Day 4 Objectives – Proven Trainer Facilitation Skills (8:30 am – 2:00 pm)
• To identify 14 tips for better platform skills – both IN-PERSON and ONLINE
• To demonstrate four steps for getting into a team activity
• To recognize 10 deadly sins of VIRTUAL LEARNING
• To record ABCs of questioning tips
• To conduct one 5-minute training session using objectives, group participation, and four Principles of Adult Learning

Homework:
To prepare one 10-minute business-related training, with a team activity using SCAT, and four principles of how adults learn

Day 5 Objectives – Proven Trainer Facilitation Skills (8:00 am – 11:30 am)
• To conduct one 10-minute training class demonstrating at least two learnings from the workshop while practicing facilitating skills with no PowerPoint
• To identify three creative closings for a training session
• To design an action plan for future use