Virtual Train-the-Trainer
Objectives & Schedule
(3-hour sessions)

Week 1 – HOW ADULTS LEARN

Day 1 - Unleashing Adult Learners
• To explore 6 of the 10 Principles of How Adults Learn
• To practice the 6-step training model
• To compare 5 differences in adult and child learning

Day 2 - Engaging Adult Learners on Their Terms
• To identify the final 4 of the 10 Principles of How Adults Learn
• To summarize 3 Laws of Adult Learning
• To practice 5 creative training approaches
• To conduct one 2-minute mini online learning session using at least 2 principles of motivating and engaging adults

Week 2 – PLANNING, DESIGNING, and EVALUATING TRAINING – Part 1

Day 3 – Clarifying Needs and Expectations
• To identify 3 advantages and 3 disadvantages of 5 different needs assessments
• To identify 3 key components when writing training objectives
• To skill practice writing 2 business-related training objectives

Day 4 – Turning Needs into Measurable Training Objectives
• To analyze the 4 Windows of Training for objectives, methods, and materials
• To summarize 4 levels of evaluating training
• To identify the 2 best methods for evaluating my own training
• Conduct one 3-minute mini online learning session using 3-4 keys for motivating adults & 1 interactive piece

Week 3 – PLANNING, DESIGNING, EVALUATING TRAINING – Part 2

Day 5 – Creating Effective Methods and Materials
• To identify 10 essential elements in training design
• To explore 7 steps to create learning games and simulations
• To recognize 5 criteria when designing creative handouts
• To list 33 alternatives to lecture

Day 6 – Enhancing Facilitating Skills
• To identify 14 tips for better facilitation skills – online AND in-person
• To demonstrate 5 dos and 5 don'ts of training delivery
• Conduct one 5-minute mini online learning session using 3-4 keys for motivating adults, 1 interactive piece, and 1 handout/tool

Week 4 – CREATIVE ONLINE TRAINING TECHNIQUES

Day 7 – Creating Interactive Learning Space
• To identify 4 steps for moving to breakout rooms or team activity
• To recognize 10 deadly sins of trainers
• To record ABCs of questioning tips
• Overcome the 3 major mistakes trainers make online

Day 8 – Skill Practice and Transfer – How will I apply?
• To conduct one 10-minute training class demonstrating at least 5 Principles of Adult Learning from the workshop while practicing facilitating skills with no PowerPoint, use SCAT for breakouts
• To identify 3 creative closings for a training session
• To develop 3 next steps for transfer and application