



HSU Course Outline

Train the Trainer

TTTC-0325

6 Weeks

Description

All people learn in pretty much the same way, right? Wrong! Research, theory, practice and philosophy over many years indicate that people may learn in different ways and may even change how they learn. Children tend to be willing to listen to adults give them information that may not have immediate application. But adults have traditionally been regarded as being much less patient and much more prone to focus on immediate application. They want to know why new information is worth knowing and how to use it. This course will cover learning styles and principles associated with adult learning. These are important elements to learn and use throughout your program trainings.

This in-depth six weeks online course is specifically designed for those that must develop and conduct trainings to program staff. The course is designed for non-trainers as well as seasonal trainers. You will see a variety of examples of how the training skills you are learning are applied. One example will be carried throughout the training as a way of illustrating the training activities that are covered.

Throughout this course, you will be an active participant in the learning process. The training format includes group discussions and individual and group exercises designed to help you learn training skills. You will develop a practice training lesson and conduct a 15 minute segment of it during the training workshop.

Prerequisites

- Knowledge of Performance Standards

Who Should Take This Course?

This workshop was designed for staff responsible for professional development and program training. Family workers, Policy council, policy committee, board of directors, executive director, Head Start director, management team, advisory committees, volunteers and parents will also benefit from learning about these family engagement strategies.

Objectives

- ✓ Identify ways that training skills can be used at your program
- ✓ Identify your own learning styles and those of others
- ✓ Describe key principles to follow in helping adults learn
- ✓ Analyze a training need or requirement
- ✓ Developing Learning Objectives
- ✓ Outline the training content for a learning objective
- ✓ Select appropriate training methods
- ✓ Develop and use training aids appropriately in training
- ✓ Develop a lesson plan
- ✓ Make accurate observation
- ✓ Demonstrate listening skills through paraphrasing

- ✓ Use appropriate questioning techniques
- ✓ Identify strategies for resolving common problem situations

- ✓ Identify ways to transfer your newly acquired training skills to the work setting

6 Weeks Course Outline

Introduction & Overview

- Train the Trainer Overview
- Train the Trainer Online Course Plan

Understanding Adult Learning

- Understanding Adult Learning
- Principles of Adult Learning
- Identifying Learning Styles
- Difference between Children and Adult learners
- The ADDIE Approach to Instruction Design

Planning for Training

- The Basics of Training Requirements
- Essential of Performance Improvement
- Elements to Consider
- The Hypothetical Training Situation

Developing Learning Objectives

- Developing Learning Objectives
- Steps in Developing Learning Objectives
- Developing Appropriately Stated Objectives

Outlining the Learning Content

- Basics of Organizing the Course
- Listing Actions and Knowledge Requirements (KRs)
- Sequencing Training Content

Selecting Training Method

- The Characteristics of an Engaging Course
- Training Methods
- Sequencing Training Content
- Example of Training Content Outline

Developing and Using Training Aids

- Techniques for Communicating Learner Content
- Purpose of Training Aids
- Video
- Handouts
- Guidelines for Developing Handouts
- Flipcharts
- Slides and Overhead Transparencies

Developing a Lesson Plan

- Developing a Lesson Plan
- The ROPES Model
- Using the ROPES Model
- Timing Your Lesson
- Formatting Your Lesson Plan
- Developing a Lesson Plan Example

Using Basic Facilitation Skills

- Using Basic Facilitation Skills
- Types of Facilitation Skills
- Attending Skills
- Observing Skills
- Listening Skills
- Questioning Skills
- Phrasing Questions
- Directing Questions

Handling Answers to Questions

Responding to Questions

Handling Problem Situations

- Handling Problem Situations
- Identifying Strategies for Handling Problem Situations

Practice Training

- Putting Yourself at Ease Before Training
- Final Preparations for the Practice Training
- Evaluation Forms

Evaluating Training

- Evaluating Training
- Evaluation Levels
 - Reaction-Level Evaluation
 - Learning Level Evaluation
 - Data Collection Method Evaluation
- Evaluation Steps
- Tips for Conducting Evaluations

Using the Training Skills

- Workshop Evaluation Forms