



**EDISON STATE
COLLEGE**

LEE CAMPUS

Center for Professional Development

Train the Trainer

This class will show you how to train others when you're new to training. It contains 5 interactive modules which are designed to accommodate all fields of business.

- I. Basics
Includes: Elements, Expectations and Evaluation

- II. Setting the Stage for Learning Success
Includes: Objectives
Self-assessment
Trainer Credibility
Positive Image = Positive Energy
Preparations (Content, Logistics and Communications)

- III. Preparing Participants (and those who send them)
Includes: Communicating & Connecting Objectives
How People Learn (Styles and Knowledge Transfer)
Creating & Sustaining Learning Motivation
Goals & Measures

- IV. Presenting Information
Includes: Starting Right!
Controlling the Learning Process
(I.e., Handling Difficult Situations & Participants)
Enriching Learning
Other Instruction Tools, Techniques and Tips

- V. Practice and Feedback
Includes: How to Give Effective Feedback
Defining Performance (before, during and after)
Mini-instructional Participant Presentations
Closing/Q & A

Date: August 3, 5, 10, & 12

Time: 4:00pm – 8:00pm each day

Cost: TBA

Instructor: Senior-level organizational development consultant with over twenty years in the field.

Register today!

Advance registration and payment is required

**For registration form and information, call 239-489-9235,
email celee@edison.edu**

OR download from www.edison.edu/lee/ce

Our office is located in Robinson Hall, Bldg I, Room 116