Early Bird Rates End August 12!

Need help requesting support from your company to attend Trainer's Institute?
Download our one-page resource or share this newsletter.

DOWNLOAD NOW

Click here to REGISTER FOR PACKAGE DEALS

TRAINER'S INSTITUTE DAY 1
September 11

Needs Analysis for Training

Morning Session (8:00am - 12:00pm)

Facilitator: Heather Davis

The success or failure of your training projects begins at the first meeting with your stakeholders. Make your projects a success by asking the right questions, proposing appropriate solutions, and setting expectations with the right type of communications.

By the end of this class, you will be able to:

- Describe needs analysis
- Describe why needs analysis is important
- Select the most appropriate needs analysis type
- Select the most appropriate needs analysis questions
- Select the most appropriate elements of a needs analysis report

Principles and Practices of Quality Course Design

Afternoon Session (1:00pm - 5:00pm)

Facilitator: Karen Wegner

In this session, participants will engage in a series of collaborative activities that will enable them to learn and apply core instructional design concepts and principles that are essential to evaluating and creating quality course designs for adult learners that achieve the desired results.

The following learning objectives will support achievement of the session outcome, and align with those outlined in the ATD Instructional Design Competency:

- Compare adult learning models
- Identify elements of active learning
- Identify steps in the course design process
- Differentiate between competencies and learning objectives

- Identify characteristics of authentic performance assessments
- Apply learning theory to a course design project
- Apply learning cycle framework to a design project

TRAINER'S INSTITUTE DAY 2
September 18

So You Want to be a Great Facilitator and Presenter? Let's Discuss!

Morning Session (8:00am - 12:00pm)

Facilitator: Ambe White

The workshop will break down the specifics of what an effective facilitator and presenter possess, as well as identify the key techniques and skills that need to be utilized to be effective.

Participants will gain more knowledge to become a more effective facilitator and presenter. Participants will learn the specific techniques and skills utilized by successful facilitators and presenters. Participants will be more confident in facilitating and presenting. Dominate your facilitation and presentation skills.

Beyond Smile Sheets: Understanding Training Impact

Afternoon Session (1:00pm - 5:00pm)

Facilitator: Todd Conkright
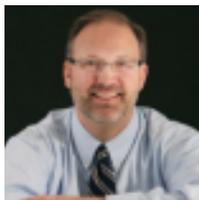
This session provides participants with a knowledge of training evaluation principles and techniques. We will identify the reasons for program evaluation and the methods and models used, including Kirkpatrick's levels of evaluation.

Upon completion of this session you should be able to:

- Explain why evaluation is important
- Identify and choose outcomes to evaluate a training program
- Discuss the process used to plan and implement a good training evaluation
- Discuss the strengths and weaknesses of different evaluation designs
- Choose the appropriate evaluation design based on the characteristics of the company and the importance and purpose of the training
- Conduct a cost-benefit analysis for a training program
- Explain the role of workforce analytics and dashboards in determining the value of training practices

TRAINER'S INSTITUTE DAY 3
September 25

<u>Designing eLearning Using Rapid Prototyping</u>

Morning Session (8:00am - 12:00pm)

Facilitator: Michael Merritt

In this course we will examine the rapid prototyping process as a valuable tool when working with subject matter experts from the beginning of an eLearning project. Attendees will participate in the process of developing a rapid prototype for a project (one they may be currently working on) and how it integrates into the ADDIE process and leads to the full development of a storyboard, and on to an eLearning course.

Objectives:

- Build rapid eLearning prototypes to initiate the design process.
- Articulate the advantages of starting a prototype process early in the Analyze & Design stages.
- Build a prototype for a current project you are working on.

• •

<u>Active Learning</u>

Afternoon Session (1:00pm - 5:00pm)

Facilitators: Jill Banaszak & Kristi Rutledge

During this workshop, participants will experience numerous examples of active learning and create and deliver engaging training activities that speak to all learning styles. Participants will walk away from the session with multiple examples of how to deliver content so that it involves participants in the learning process, stimulates their thinking, and makes them accountable for learning.

Learning Objectives:

- Given learning content, participants will be able to list a variety of active training methods to foster engagement and connection.
- Given an active training technique and Bloom's Taxonomy, participants will be able to connect the training technique with the Bloom's Taxonomy learning domain that it supports.

TRAINER'S INSTITUTE DAY 4
October 2

Gamification: It's Not What You Think

Morning Session (8:00am - 12:00pm)

Facilitator: Kim Whiteside

In this workshop, participants will distinguish traditional training games from principles of gamification. They will mine their own personal experience with games and develop a framework with which to incorporate gamification into their own courses and workshops.

Objectives:

- Define gamification
- List characteristics of games and gaming

- Explain ways to enhance learning using skill-based gaming strategies
- Present a convincing use case for gamification in training and learning experiences

Microlearning 101: What Microlearning Is, Why it Works, and How to Develop a Microlearning Program for Your Learners

Afternoon Session (1:00pm - 5:00pm)

Facilitator: AnnMarie Marlier

Is your learning delivery passive (think long slide presentations packed with detailed information) and/or not as effective as you'd like it to be? If so, then you may not be addressing the needs of your always busy workforce and need to revise how you craft and deliver learning to your organization.

Objectives:

- Identify key principles and characteristics of innovative microlearning experiences
- Apply core concepts of microlearning theory to practical examples
- Compare and contrast mobile microlearning methods for continued learner engagement
- Evaluate means of assessing microlearning efforts
- Develop a basic microlearning lesson and "course" outline using a template

TRAINER'S INSTITUTE DAY 5
October 9

Project Management for Learning Professionals

Morning Session (8:00am - 12:00pm)

Facilitator: Christine Stanczak
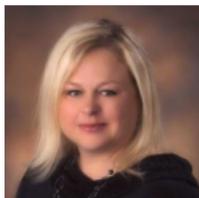
This four-hour workshop will delve into a simple, structured and accessible way to manage learning projects. Project Management at its essence can be broken down into five steps:

1. Prioritize
2. Define
3. Plan
4. Manage
5. Review

At the end of the workshop, learners will leave with:

- A prioritized list of their current projects
- A fully defined project including scope, the initial business and project objectives, the risks and constraints, and alternatives for solutions
- A project plan, including: work breakdown structure, project schedule, estimate and assignment of resources to project activities, budget, stakeholder communication plan, and learning solution
- A plan to manage the project, including monitoring criteria, change management strategies, and ideas to keep the project on track
- A standard evaluation process to capture and share lessons learned

Career GPS: Vocation Design for Learning Professionals

Afternoon Session (1:00pm - 5:00pm)

Facilitator: Kim Whiteside

The skills used to develop great training are the same skills required to design a great career plan. Participants will go on a journey of professional discovery by identifying where they are in their careers now, determining options for where they want to go, exploring the gap between where they are and where they want to go, and designing a roadmap (Career Plan) to get them to their ultimate destination.

Objectives:

- Identify your current career location
- Determine your career destination
- Explore the distance between your current location and your ultimate destination (Gap)
- Design interventions to resolve career gaps

Early Bird Rates End August 12!

Click here to REGISTER FOR PACKAGE DEALS