



ASTD sacramento



2013 Fundamentals for Professional Trainers

ASTD Sacramento's Fourth Annual Train-the-Trainer (TTT) Program

Session Two Added Due to Course Demand

This year the TTT is being held in conjunction with ASTD Sacramento's new Educational Partner in 2013, the College of Continuing Education (CCE) at Sacramento State. Participants will receive all the same great introductory information to becoming a better learning and development professional, as well as being exposed to many more opportunities through the CCE.



ASTD Sacramento's Educational Partner in 2013

SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Agenda

Session One: Adult Learning Theory and Training Needs

Thursday, May 23, 8:30AM - 12:30PM

- Describe the origins and basic elements of Adult Learning Theory.
- Identify the difference between program goals and learning objectives.
- Define the steps to assess training needs.
- Create a Project Plan.

Application of Skills: Develop learning objectives, create a real-life project plan and receive feedback.

Session Two – Designing Training Programs

Friday, May 24, 8:30 am - 12:30 pm

- Explain learning objects and the related value of sequencing strategies.
- Use ADDIE Instructional Design concepts.
- Locate resources for a variety of training techniques, or using pre-designed content.
- Working with Subject Matter Experts (SMEs) to define and develop content.
- Discover your own learning style and design training to address all styles.

Application of Skills: Design learning goals and objectives, create a simple ISD, sequence learning, and experiment with techniques for a real-life training program.

Session Three– Developing Training Programs

Thursday, June 20, 8:30 AM - 12:00 PM

- Identify your personal trainer style and create goals for growth areas.
- Create materials using professional business and technical writing rules.
- Describe the elements of hard copy manuals, effective PowerPoint presentations, flip-chart designs, and online resources.
- Discuss elements of eLearning and Webinar programs.

Application of Skills: Develop materials for a real-life training program and receive feedback.

Lunch & Learn — 12 to 1. Lunch and program provided by ASTD Sacramento and CCE at Sacramento

Session Four– Delivering and Facilitating Training Programs

Thursday, June 20, 1:00 pm - 4:30 pm

- Define the difference between delivery and facilitation of program content.
- Practice class management tools for a positive learning environment.
- Describe the stages of group growth for enhanced learning.
- Successfully facilitate an interactive session.
- Add at least six new presentation tools to your trainer tool box.
- What's next? How technology impacts adult learning modalities.

Application of Skills: Demonstrate new skills by participating in hands on activities.

Session Five – Evaluating Training Programs

Friday, June 21, 8:30 am - 12:30 pm

- Identify the linkage between ADDIE, Transfer of Training, Evaluation, and a comprehensive Measurement of the Value of Training.
- Define Kirkpatrick's Four Levels of Evaluation theory.
- Explain how the transfer of training process ties Assessment to Evaluation and can boost training results (application of skills and organizational impact).
- Explain new aspects and nuances of training evaluation and how they can enhance one's training practice.
- Complete and discuss the Fundamentals program evaluation form.

Application of Skills: Modify your level one evaluation to capture higher level information or move from level 1 to level 2, 3 or 4 evaluation.

*Participants who complete all five sessions receive a Certificate of Completion
from ASTD Sacramento*

Please Note: This value-priced series must be purchased and taken as a set. Courses may not be purchased or taken individually.

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