



2013 Fundamentals for Professional Trainers

ASTD Sacramento's fourth Annual Train The Trainer Program

Held in conjunction with the College of Continuing Education, ASTD Sacramento's 2013 education partner.

Program Overview

At the conclusion of the program, you will be able to:

Session One: Build Industry Sector Knowledge

- Identify adult learning principles
- Use a systematic approach to training
- List current training trends
- Describe the role of the local chapter of ASTD
- Interact with a panel of master trainers

Session Two: Analyze The Need For Training

- Identify performance issues in the workplace
- Gather data
- Analyze data to identify potential training needs
- Communicate needs analysis information
- Identify appropriate solutions

Session Three: Design Effective Training Programs

- Design instructional material
- Write learning objectives
- Determine the best structure for a program
- Select activities for learning transfer
- Use shortcuts when design time is limited

Session Four: Develop Training Visuals, Materials, & Resources

- Create professional manuals, trainer guides, and job aids
- Use design principles for learning transfer
- Identify appropriate visual aids for a training program
- Select learning technologies

Session Five: Implement Effective Training

- Create a positive learning environment
- Identify interactive facilitation and presentation best practices
- Facilitate a learning module
- Use methods to increase group participation and retention

Session Six: Evaluate Training Program Success

- Define the levels of evaluation
- Identify the level of evaluation for a training program
- Write strong evaluation questions and items
- Use evaluation strategies during training delivery

**This value priced program must be purchased and taken as a complete program.
Sessions may not be purchased or taken individually.**



ASTD Sacramento's Educational Partner in 2013

SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION