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Train-the-Technical-Trainer Workshop

5-Day Seminar

Cost: \$1250.00 includes all seminar fees and student text. (For on-site, call us for price quotes).

This Seminar is an excellent workshop and is designed to meet the needs of classroom instructors. The course offers in-depth training on preparation and delivery of classroom presentation skills and communication skills the student is evaluated through a series of short teaching sessions (video recorded and critiqued) with final presentation.

Who Should Attend:

Anyone wanting to improve his or her teaching, communication, and understanding of the process for delivering quantified innovated instruction.

This course is especially applicable for personnel in regulated businesses, safety and industries that require 40 hours of instructor training. Persons with little or no formal training in classroom presentation skills and who will be delivering classroom sessions in their area of expertise will particularly benefit.

OBJECTIVES

1. Describe the training program objectives
2. Evaluate presentation capabilities, strengths and weaknesses
3. Discuss areas where improvement is needed
4. Identify characteristics of a good instructor
5. Determine the need for training
6. Determine training course content using job and task analysis
7. Preparing a curriculum outline
8. Define the elements of learning objectives
9. Writing objectives
10. Define causes for motivation
11. Determine typical classroom satisfiers and dissatisfies
12. Identify student problems
13. Define communication skills
14. Determine training aids
15. Develop training aids
16. Describe the learning process
17. Identify reasoning styles
18. Describe the teaching process
19. Demonstrate teaching techniques for practice presentations
20. Describe the OJT teaching process
21. Define validity and reliability
22. Define the purpose of testing and evaluation
23. Write a practice presentation.
24. Develop test items for classroom training.

COURSE OUTLINE

1. Introduction to the Training Process
2. Student Introductions on Videotape
3. Needs Assessment and Job Task Analysis
4. Student Motivation

5. Student Problems
6. Preparation and use of Training Aids
7. Preparation of Lesson Plans
8. Learning Theory
9. Classroom Techniques
10. On-the-Job Techniques
11. Teaching Adults
12. Helping Trainees Manage the Stress of Training
13. Incorporating Questions into Your Training
14. Teaching Strategies for Different Types of Training
15. Using Lesson Plans to Guide You
16. Presentation

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