



Training Essentials is appropriate for trainers *and* subject matter experts who must periodically train others

Your Facilitators



Deborah Avrin, SPHR, MS
 President Dallas ASTD in 2007
 Over 18 years experience in professional HR. Author of two books. A sought-after speaker at the HR Southwest Conference who is known for her interactive and inspiring facilitation style.



Jeff Persaile, CPLP
 President Dallas ASTD in 2011
 Over 25 years experience in training and instructional design. Known for his engaging delivery style and creative, practical approach.

Training Essentials Workshop

April 2, 2013 8:15am to 4:30pm

Location: Atmos Energy – C.K. Vaughn Center
 3697 Mapleshade Ln.
 Plano, TX 75075

Do you ...

- Work in training but have never attended a train-the-trainer workshop?
- Need to “jump start” a training program this year?
- Want to expand your knowledge and skills in the training profession?

Consider Training Essentials

- A full day, hands-on workshop led by two experts in Training and Development
- Principles and theory explained in practical terms with examples
- A case study that flows throughout the workshop to demonstrate key learning concepts
- Templates and tools to save you time
- Bring a training topic or project to the workshop...leave with a plan you can immediately implement

Register Now for Early Bird Pricing!

Before March 1	March 1 - April 1	TO REGISTER
Chapter Members \$ 199	\$ 259	www.dallasastd.org
Non-Members \$324	\$ 349	972-233-9107 ex. 221

Training Essentials Workshop Agenda

Your Preparation Select a training project or topic from your workplace to bring to this workshop. You'll apply what is learned to your project and leave with a customized plan.

Set The Stage

- 8:15 - 8:45**
- ASTD Competency Model and Trainer Competency Checklist
 - ADDIE Model
 - Agenda and Expected Outcomes
 - Case study introduction: Tony/Toni the Trainer
 - Your Training Project

Activities: Competency checklist, networking, case study, your project

Analyze – Deborah Avrin

- 8:45 - 10:15**
- Training Needs Analysis; Is training really the solution?
 - Key Questions to Identify Training Goals
 - Bloom's Taxonomy - Different Levels Of Learning
 - Analyzing Your Audience
 - What are instructional objectives and why we need them

Activities: Answer questions to analyze business needs and learners needs, review ongoing case study with concepts, write objectives for your project

10:15 - 10:30 Break

Design and Develop – Jeff Persaile

- 10:30 - 12:00**
- Practical Design Principles
 - Selecting training methods and approaches
 - Developing Lesson Plans and Templates
 - Effective visual aids including 5 Power Point Guidelines
 - Creating Materials: Facilitator Guides, Workbooks, Job Aids, Handouts

Activities: Select training methods exercise, interact and present 1-2 slides , review ongoing case study with concepts, create lesson plan for your project

12:00 - 1:00 Lunch

Deliver: Polishing Your Platform Presence - Deborah Avrin

- 1:00 - 2:30**
- Building Your Confidence
 - Your physical presence: voice, eye contact and body language
 - How to ask questions for interaction and gauge audience reactions
 - Answer difficult questions and deal with difficult participants

Activities: Practice communication skills, small group discussions, review ongoing case study with concepts, prepare for your project

2:30 - 2:45 Break

Implement & Evaluate Effectiveness – Jeff Persaile

- 2:45 - 4:30**
- Evaluating training effectiveness: Kirkpatrick, Phillips, Field
 - Feedback strategies, questions and tools
 - Summary and Review

Activities: Training effectiveness discussion, review ongoing case study with concepts, plan evaluation methods for your project