

General Outline for
Train the Trainer Classes

Day 1 – Start 1:00 p.m.

Basics of Opening a Class

Go over procedures and administrative guidelines such as:

1. Location of rest rooms
2. Dates of program
3. Start and end times
4. Complete registration forms
5. Complete name tents
6. Others:

Basics of Speaking to a Group

1. Eye Contact- Pick Out People to Look at
2. Body Language –Keep Excess Movements Minimal
3. Project Voice
4. Watch for Questions Hands, Quizzical Looks

2. P..M. Exercise

Participants come to front of Room.

- 1) Introduce Themselves
- 2) Tell Something about their Job, and why they are there
- 3) Describe their best learning experience

Immediate and Quick Feedback on whether they had eye contact, body language, projection, response to questions

3.30 Break

3.45 Resume

- Understanding Adult Learners
- Instructional Styles

- Instructional Tools

- Managing the Learning

Day 2 – 7:30 a.m.

- Importance of Having an Organized Lesson Plan
- Lesson Plan- Description of Lesson Plan

- How to Go through a Book and Get Key Elements, How to use a NORA Video or Powerpoint

- Review of Resources – NORA, Online Resources, Trainers for Manufacturers

- Using Outside Resources

11.30 Break for Lunch

12.30 Guided Exercise - Group Develop a Lesson Plan Together for a Chapter or Section –Split Group in two

- Exercise – Each Group brings back its lesson plan. Critique

2.30 Individual Exercise and Teaching Pods

- How to Handle Questions/ Jokes from Students, etc.
- Each individual Come to Front in Sequence and Respond to Questions about the Exercise
- Immediate Critique and Guidance

4.00 Developing a Lesson Plan

- Key Objectives in Lesson Plan
- How to Use a Power Point
- Using Examples to Make it Real
- Visual or Tactile Aids that Could be Used
- Presentation Techniques with Visual Aids, Dos and Don'ts

6.00 Adjourn

Day 3 – 7:30 am

7.30 Review Key Items in Presenting Styles (eye contact, voice, etc.)

8.00 Begin Individual Presentations - While Done in Groups, exercise is individual

Immediate Feedback on Some Issues- Goal is to improve presentation skills.

Each Individual is then rated.

11.30 Wrap – Up Summary of What Occurred, What to Work on Etc.