

## Train-the-Trainer

A progressive and challenging workplace demands employees who thoroughly understand what they have been taught. Therefore, the skill to creatively and effectively deliver training is as essential to organizational performance as are all basic management skills.

As one of the Xavier Leadership Center's most popular and critically acclaimed seminars, Train-the-Trainer promises to help you revolutionize how you train employees. Program designer and presenter, Dr. Edward E. Jones, the nation's highest rated Train-the-Trainer instructor, offers helpful perspective from a variety of angles. Adult learning needs, and how these differ from the learning needs of children, are examined to ensure trainers understand the deep motivations which can be key to achieving real behavioral change. Secondly, participants gain a thorough understanding of planning, design and classroom facilitation issues and how they can impact a training program's success. Finally, participants put it all together by actually designing and presenting a training segment.

The importance of training cannot be overemphasized today. Neither can the importance of the information presented in this seminar. Trainers without the skill building of Train-the-Trainer simply cannot perform.

### About the Presenter

Dr. Edward E. Jones designs, develops and presents training programs on management development, and has conducted Train-the-Trainer programs for many of the country's most successful organizations. He earned his doctorate in adult education at Columbia University.

Ed's previous work experience includes a faculty position and chairmanship in the adult learning graduate program at the University of Rhode Island. Later, as director of training and development at Carney Hospital, he gained extensive experience in the development of training programs.

Ed is a member of the National Speaker's Association and the American Society for Training and Development (ASTD). He is past president of the Rhode Island ASTD chapter and past chairman of the Massachusetts ASTD Advanced Trainer's Forum. He is a member of the National Faculty of ASTD.

Ed has published numerous articles in HRD Review, Hospital Progress, Employer Services Digest, ASTD Training Journals and Training News. He has also authored and published popular resource manuals, including "Powerful Presentations That Get Results" and "Classroom Training Techniques."

In addition to conducting frequent training workshops, Ed is a popular presenter at national and regional association conferences. He has

### Your Trainer's Tool Box

You'll build your training expertise for the 21st century and get a valuable head start in developing powerful training programs when you use the Trainer's Tool Box, yours free with your paid workshop attendance.



The Trainer's Tool Box contains over 45 tools, with more than 300 ideas to help you save time and money when planning your next training classes. This indispensable trainer's aid was designed by Ed Jones, one of the nation's leading training experts, expressly for today's busy, quality-conscious trainer.

You'll find practical, easy-to-use items like these in your Trainer's Tool Box:

- An 11-point flowchart for planning, designing and evaluating training
- Thirteen essential guidelines for conducting more dynamic and interactive classes
- One hundred sixty-seven performance verbs to help you write more measurable objectives in half the time
- Plus many, many more results-producing tools

You'll receive your personal Trainer's Tool Box when you attend any of Ed Jones' Train-the-Trainer workshops.



## How Adults Learn

Every working day in America, thousands of adults are subjected to training programs that were designed according to how children learn.

That's because we're just beginning to discover how adults learn – and how their needs differ from those of the child learner. We're uncovering new and powerful ways to develop and conduct training that leads to measurable behavior change on the job.

This results-oriented, practical, fast-paced and information-packed program includes group involvement methods and specific tips for designing adult training workshops. At the end of the day you will know how to make your training programs more successful and more enjoyable for your participants.

### *Who Should Attend*

If you design and develop training programs for adult learners, this workshop on the principles and conditions of adult learning will be invaluable to you.

### *You Will:*

- Gain a working understanding of Malcolm Knowles' work on andragogy (how adults learn) and pedagogy (how children learn)
- Learn what motivates adult learners, and how to create a motivational learning climate
- Instructional techniques that produce the best results with adult learners
- Improve your training effectiveness by tapping into adult learners' life experiences and relating those experiences to the material at hand



## Planning, Designing and Evaluating Training

The success of any training effort depends as much on program planning and design as on the actual classroom facilitation. In fact, a well-conceived training design can significantly improve your overall program delivery and effectiveness.

Here's a practical, "hands-on," two-day workshop that gives you the skills you need to plan and design a training program assured to be successful. What's more, when you use the principles and techniques presented, you'll save time and money each time you develop training in the future – guaranteed!

### *Who Should Attend*

Managers, program designers, trainers, and individuals responsible for training or for anticipating future training responsibilities. It is ideal for all those who wish to develop and fine tune their planning and design skills.

### *You Will Learn:*

- To identify learners' needs and instructional goals
- To write workable, measurable learning objectives
- To design creative, participative training sessions
- To incorporate techniques for on-the-job skill transfer
- To guarantee your own learning transfer and skill development



## Proven Classroom Training Techniques

You're well versed in the needs of adult learners. You've developed your program planning and training design skills. Now it's time to perfect your classroom training techniques to ensure high-quality delivery of your training message.

"Proven Classroom Training Techniques" helps you sharpen your skills as a trainer and program facilitator. You'll learn creative and inexpensive ways to conduct programs more easily and more successfully – for you and for your trainees.

For two days you'll learn by doing and discover how to help your own learners do the same. You'll get better acquainted with every stage of the facilitation process, from ice breakers at the opening to action planning at the close.

Best of all, you'll get to see yourself in action. Each participant will be videotaped while conducting a brief training sequence, then will receive feedback from the trainer and other members of the workshop. Here is a rare opportunity to assess and refine your classroom technique with the help of other training professionals. Of course, the videotape of your presentation is yours to keep for future review and study.

The program design allows for individual pacing, experientially providing challenges for your personal level of expertise. This intensive workshop is the perfect developmental tool for trainers at every level.

### *Who Should Attend*

Trainers, program facilitators or anyone responsible for delivering effective training programs.

### *You Will:*

- Gain increased confidence in your presentation skills
- Develop effective training action plans
- How to ask 'focusing' questions to stimulate your audience
- Take home a personalized DVD, with Ed Jones' coaching voiceover, as a reference and refresher
- Practice, review, and critique your videotaped training presentation