

TRAIN THE TRAINER SEMINAR SYLLABUS – APRIL 19, 2021 - MAY 13, 2021

Instructor-led training = Live class modules in NEWROW, Mondays and Thursdays

Self-guided training = Modules to complete on your own. Videos, Presentations, Quizzes, Materials and written assignments found in the On-Demand Classroom through your NEWROW account. All Written assignments are downloadable in the On-Demand classroom and will have to be uploaded to your Assignment folder.

Assignment folder = the one drive folder called with your name, shared with you via a link in an email, where you will submit homework and other written assignments from the self-guided training modules.

To be eligible to sit for the Train the Trainer international certification examination, you must complete at least 80% of the self-guided study assignments and homework and participate in 80% of the instructor-led training sessions.

Instructor: Geneva Scurek – scurek@gaccmidwest.org

Assistant: Evelyn Seiler – seiler@gaccmidwest.org and Myriam Klein – klein@gaccmidwest.org

Office hours in the live classroom – Wednesdays from 2-4pm CST

Quizzes online: A Word document with the answers to quizzes in the Self-guided training modules will be uploaded by 9:30am CST on Monday and/or Thursday the morning after they should have been completed.

Module 1: Instructor-led training: Monday, 4/19, 2-4pm CST

- A. Introduction to Train the Trainer concept
- B. Overview of course content and online platform for instructor-led training modules in the live class and self-guided training modules in the on-demand classroom.

Module 2: Self-guided training: DUE Wednesday, 4/21, 11:59pmCST

Section 1: Company, College and Apprentice/Trainee Responsibilities video presentation; *Quiz*

Section 2.1: I Planning Training Part 1 video presentation; *Quiz*

2.2: II Planning Training Part 2 video presentation; *Quiz*

Section 3.1: Learning Objectives Part 1 video presentation

3.2: Learning Objectives Part 2 video presentation

3.3 Instructions – Training Plan Assignment; *Written Assignment completing MT training plan with specific objectives in Excel document; submit to Assignment folder*

Module 3: Instructor-led training: Thursday, 4/22, 2-4pm CST

- A. Review of Training Plan assignment
- B. Application of Learning Objectives
- C. Creation of SMART Goals

Homework: Using specific objectives from training plan assignment – turn specific objectives into SMART Specific Objectives, or create new SMART specific objectives: **DUE Sunday, 4/22, 11:59pm CST; submit to Assignment folder**

Module 4: Self-guided training: DUE Sunday, 4/25, 11:59pmCST

Section 4: Learning Domains video presentation, *Quiz*

Section 5: Learning Types/Styles video presentation

Section 6: Memory Retention video presentation

6.1 Video – “Learning styles and the importance of critical self-reflection” | Tesia Marshik;
Tesia Talk - Writing Prompt - answer questions; submit to Assignment folder

Module 5: Instructor-led training: Monday, 4/26, 2-4pm CST

- A. Review of SMART Specific Objectives homework and Learning Domains quiz
- B. Application of Learning Types/styles and Memory Retention
- C. Discussion on Tesia’s talk,
- D. Mini Group presentations on Modules 1-4

Homework: SMART Specific objectives with explanation of Learning Domain and Preferred learning style: **DUE Wednesday, 4/28, 11:59pm CST**

Module 6: Self-guided training: DUE Wednesday, 4/28, 11:59pmCST

Section 7: Giving/Receiving Feedback

Section 8: Training & Progress Checking Methods

- 8. Training and Progress Checking Methods
- 8.1 Verbal Methods video presentation; *Quiz*
- 8.2 Demonstration Methods video presentation; *Quiz*
- 8.3 How to Tie a Tie video presentation; *Written questions; submit to assignment folder*

8-8.3 Written assignment; Training Methods Chart, submit to assignment folder

Module 7: Instructor-led training: Thursday, 4/29, 2-4pm CST

- A. Review of Feedback
- B. Application of Tutorial Dialogue
- C. Application of 4-Step Method
- D. Review of Training Methods Chart

Module 8: Self-guided training: DUE Sunday, 5/2, 11:59pmCST

Section 8 cont: Training & Progress Checking Methods

- 8.4 Action Oriented Methods and the Model for Complete Action video presentation; *Quiz*
- 8.5 Project method video presentation; *Written assignment submit to assignment folder*
- 8.6 Guided Text method video presentation; *Written assignment combined with 8.5 submit to folder*
- 8.7 Role Play video presentation
- 8.8 Behavioral methods and training overview video presentation; *Quiz*

8.4-8.8 Written assignment: complete training methods chart for Action Oriented Methods and Behavioral Methods; submit to Assignment folder

Module 9: Instructor-led training: Monday, 5/3, 2-4pm CST

- A. Review of Model for Complete Action
- B. Application of Project method and Guided text method
- C. Training methods Case study – training scenario
- D. Review of Training Methods Charts

Homework: Analyze SMART Specific Objectives with Training Methods Charting: **Due Wednesday, 5/5, 11:59pm CST, submit to assignment folder**

Module 10: Self-guided training: DUE Wednesday, 5/5, 11:59pmCST

Section 10: Communication video presentation

- 10.1 Youtube video – Four Sides Communication Model: *Written assignment; submit to assignment folder*
- 10.2 (Optional) video – 10 Ways to have a better conversation

Section 11: Conflict Management video presentation; *Written assignment; submit to assignment folder.*

Section 12: Being a Mentor/Trainer video presentation

- 12.1 Ted Talk video – The psychology of self-motivation | Scott Geller: *Written assignment; submit to assignment folder*

Module 11: Instructor-led training: Thursday, 5/6, 2-4pm CST

- A. Review of Training Methods
- B. Communication Activity
- C. Conflict Management discussion based on written assignment from Module 10
- D. Overview Responsibilities of a Trainer/Mentor

Module 12: Self-guided training: DUE Sunday, 5/9, 11:59pm CST

Section 13: Preparing Apprentices for Examinations video presentation

13.1 Preparing you for your train the trainer certification exam video presentation

13.1 Written assignments:

13.1.1. *Complete a draft Practical Exam Worksheet for what you plan to train in 7-10 min for your practical examination: submit to assignment folder*

13.1.2. *Write out your plan in bullet point or outline (how are you going to train your SMART specific objective) for your practical exam training sample. This write up is so that you are prepared for a practice run in the live class Monday; submit to assignment folder.*

Module 13: Instructor-led training: Monday, 5/10, 2-4pm CST

A. Written exam sample

B. Practical examination practice your 7-10 min training sample in small groups to get and implement feedback

PRACTICE OFFICE HOURS: Wednesday, 5/12, 2-4pm CST**Certification Exam: Thursday, 5/13****Written exam – 5/13, 2pm-5pm CST**

- Written exam will be offered through an online proctored testing platform
- You must start the exam with in 10min of the listed start time
- You will need video capabilities as you will be proctored live
- You may not use notes and once you start the exam you cannot open other apps or browsers, or you will be kicked out of the exam
- The written exam usually only takes 1.5 hours; however, you have up to 3 hours to complete the exam
- You will receive an email invitation and test code (that is only for you) the Monday prior to the examination

Practical exam – 5/13, you will choose a 30 min time slot between 9am-5pm CST

Participants will sign up for the exam time slots that works best for them.