



## Train the Trainer Course

Daily Agenda- Time: 8:00am – 4pm  
Lunch: 11:30am-12:30pm

10-15min Breaks accordingly during the morning and afternoon sessions each day. Expect approximately 30 min -1 hour of homework each day.

### Day 1:

Introduction

1. Training Responsibilities
2. Planning Training
3. Learning Objectives
4. SMART GOALS
5. Learning Domains
6. Learning Styles
7. Memory Retention

### Day 2:

Review Day 1

8. Giving Feedback
9. Training & Progress Checking Methods Part 1
  - a. Verbal and demonstration methods
10. Training & Progress Checking Methods Part 2
  - a. Action oriented and behavioral methods

### Day 3:

Review Day 2

11. Training Structure Review
12. Role Play - Training Case study
13. Communication
14. Conflict Management

### Day 4:

Review Day 3

15. Motivation and Being a Trainer/Mentor
16. Preparing Trainee for Testing and Evaluation
17. Role Play/Presentation - Preparing for Your Train the Trainer Exam

**Day 5: Written and Practical Exam** – Passing the examination leads to an “AdA international certificate” from the DIHK in Germany. The credential is recognized in over 40 countries. The certification is specifically aimed at preparing trainers who train employees/trainees in diverse occupations. Participants need laptops or computer for the written exam on Friday.

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