LEARNING OBJECTIVES

OPENING A TRAINING
• Explain how to develop opening exercises to engage participants and the “first five minutes”

PREPARING FOR YOUR TRAINING
• Plan how to set up your workshop room to match your goals
• Discuss how to prepare for a training including communicating with attendees and aligning your presentation to the technology available and audiovisual techniques

CREATING SLIDES
• Compare sample presentation slides from real workshops
• Examine what works well in preparing slides and what to avoid

INTEGRATING CONCEPTS OF ADULT LEARNING
• Review how adults learn best and methods to integrate adult learning styles to ensure effective training delivery

LEARNING OBJECTIVES & INSTRUCTIONAL DESIGN
• Understand how to develop and craft learning objectives that focus on outcomes and results rather than topics
• Assess how to develop learning objectives that match content provided
• Understand how to develop content that is applicable from theory to concept and how to design content in a workshop so that adult learners can apply what they are learning

ENGAGED LEARNING
• Learn how to incorporate concepts of engaged and deep learning and connecting activities to learning objectives
• Understand how to manage different learning styles
• Learn how to use handouts and supplemental learning tools

CLOSING, HOW TO DEBRIEF & FOLLOW UP
• Strategies to close a workshop
• Time Management
• Workshop evaluations

ONLINE LEARNING
• Platforms and tools to use for online training
• Strategies to engage online participants
• Needed skill sets for an instructor to do online training

WHO SHOULD ATTEND
• If you are a trainer who is looking for new, more effective approaches to adult learning, this is the ideal workshop for you
• Nonprofit professionals including executive directors, program staff and other staff members that train adult learners
• Professionals that lead trainings, workshops, orientations, meetings, retreats and want to improve their facilitation and trainings skills
• Companies and government agencies that lead trainings or workshops

2019-2020 DATES & LOCATIONS
nonprofitlearninglab.org/workshop

NEED MORE INFORMATION? SEND US AN EMAIL INFO@NONPROFITLEARNINGLAB.ORG OR CALL 720-432-9107