

TRAIN THE TRAINERS

WORKSHOP

2019-2020 DATES & LOCATIONS

nonprofitlearninglab.org/workshop

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

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

NEED MORE INFORMATION? SEND US AN EMAIL [INFO@NONPROFITLEARNINGLAB.ORG](mailto:info@nonprofitlearninglab.org) OR CALL 720-432-9107