

Fundamentals of Classroom Instruction

This five-day course is designed to give workers the skills needed to conduct classroom training. This course contains in-depth discussions around the learning process of the adult learner, as well as many group-orientated role playing and brainstorming sessions designed to prepare the trainer for the work area training environment

I. Classroom Instruction 101

- The Nature of Classroom Instruction
- Learning Instructional Skills

II. Learning and the Learning Process

- Learning
- Learning Theories
- A Model of the Learning Process
- Types of Learning
- The Conditions of Learning
- Learning Strategies for Trainees

III. The Adult Learner

- Adult Learning Characteristics
- Characteristics of Adult Learners
- The Learning Process in Adults
- Individual Differences
- Motivating the Adult Learner

IV. The Instructional Process

- Overview
- Instructional Events that Promote Learning
- The Lesson as a Unit of Instruction

V. Instructional Techniques

- Lecture
- Discussion
- Demonstration
- Non-Classroom Methods

VI. Use of Training Aids in the Classroom

- How and Why Training Aids Work
- Characteristics of Effective Training Aids
- Types of Training Aids
- Selection and Use of Training Aids

VII. Preparing to Instruct

- The Planning Process
- Analysis of the Training Situation
- Lesson Plan and Associated Documentation

VIII. Classroom Management

- Personal Characteristics and Presentation
- Interpersonal Relations
- Managing the Training Environment
- Time Management

IX. Evaluating Trainee Performance

- Nature and Purpose of Evaluation
- Methods of Trainee Evaluation
- Monitoring Trainee Progress
- Use of Tests and Examinations
- Maintaining Training Records

X. The Role of the Instructor

- Qualities of a Good Instructor
- Developing and Maintaining Competence
- The Role of the Instructor in the Organization

Leadership Behaviors and Communication

This one-day course involves two areas of behaviors: action and communication. The first section involves identifying behaviors common to effective leaders. The second section introduces you to the art of communication.

I. Leadership Behaviors

- Know Thyself
- Lead by Example (Set the Example)
(Role Model)
- Focus on the Situation or Behavior,
Never the Individual
- Evaluate Performance and Provide
Feedback
- Communication

II. Vehicles and Delivery Methods

- Group Meetings
- Individual Meetings
- Newsletters and Magazines
- Bulletins
- E-Mail
- Videotapes

III. The Secrets Behind Effective Communication

- Group Meetings
- Individual Meetings
- Newsletters and Magazines
- Bulletins
- E-Mail
- Videotapes

Presentation Skills for Supervisors

This two-day seminar is designed to give supervisors the skills needed to provide on-the-job training to their co-workers. This seminar contains in-depth discussions around the thinking process of the adult learner, as well as many group-orientated role playing and brainstorming sessions designed to prepare the supervisor for the work area training environment.

I. Learning and the Learning Process

- Theories of Learning
- A Model of the Learning Process
- Types of Learning
- Conditions of Learning

II. The Adult Learner

- Learner/Teacher Relationship
- Characteristics of the Adult Learner
- Learning Process in Adults
- Importance of Individual Differences

III. Effective Questioning Techniques

- Asking Questions
- Using Proper Sequence
- Questioning Tips
- Answering Questions

IV. Teaching Methods

- Lecture
- Discussion
- Demonstration/Workshops

Project Management

This two-day course introduces the process of project management, including the tools, planning, and implementation phases. Case studies and examples enhance the lecture by providing real world examples.

I. Project Management Process

- Introduction
- Strategy
- Detailed Planning
- Work Breakdown Structure
- Developing Time Line And Budget
- Resource Management
- Risk Management
- Quality Control
- Project Execution
- Controlling The Project
- Project Debrief
- Project Closeout

II. Project Management Tools

- Responsibility Matrix
- Gantt Chart
- Network Diagrams
- Milestone Charts
- Resource Loading Charts
- The Budget

III. Project Planning

- Statement Of Work
- Project/ Task Structure
- Project Scheduling
- Project Staffing
- Project Budgeting

IV. Project Implementation

- Statement Of Work
- Project/ Task Structure
- Project Scheduling
- Project Staffing
- Project Budgeting

V. Case Study / Examples

- Statement Of Work
- Project / Task Structure
- Project Scheduling
- Project Staffing
- Project Budgeting

Train the Trainer

The Train the Trainer Workshop is a two-day seminar designed to give workers the skills needed to provide on-the-job training to their co-workers. This seminar contains in-depth discussions around the thinking process of the adult learner, as well as many group-orientated role playing and brainstorming sessions designed to prepare the trainer for the work area training environment.

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IV. Teaching Methods

- Lecture
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- Demonstration/Workshops