

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