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