

How to Train Others

Course Objectives / Course Outline



By working through this material with your instructor, you will:

- ◆ Participate in all five steps of the Systematic Approach to Training
- ◆ Identify ways to apply the learning you acquire to your own work

Specific learning objectives include:

- practice analyzing training needs using several different methods
- create learning objectives
- determine an effective sequence of events for delivering training
- choose training methods appropriate to the situation
- examine effective methods of training delivery
- outline how training is evaluated

This course includes the following training models and methods:

The Systematic Approach to Training
The Four-Step Skill Transfer Method
4MAT / Accelerated Learning Model
Kirkpatrick's Four Levels of Evaluation

Your course facilitator is Daniel Bobinski, M.Ed., CPBA. As President of Leadership Development, Inc. and Director at the Center for Workplace Excellence for 22 years, Dan:



- specializes in *Train-the-Trainer* and *the Manager as Trainer* classes
- designs and evaluates workplace training programs
- is a certified behavioral analyst and a popular keynote speaker
- holds a Master's Degree in Human Resource Training and Development
- holds a Bachelor's Degree in Workforce Education and Development
- is completing his Ph.D. in Organizational Learning and Leadership
- is a best-selling author
- is an internationally-syndicated columnist on workplace issues
- is the past president of the American Society for Training and Development, Eastern Idaho Chapter
- conducts training for regional, international, & Fortune 500 companies

Course Outline

Why be skilled at training?

Training terminology

The *Systematic Approach to Training* Model

ANALYSIS

Table Top Job Analysis

“Pyramid” Analysis

Gap Analysis

Audience Analysis

Clarifying Knowledge, Skills, and Attitudes

DESIGN

About “Learning Taxonomies”

Taxonomy Verbs

Creating Learning Objectives

Writing Test Questions

Creating Design Documents

DEVELOPMENT

Pros and Cons of Different Delivery Methods

Developing a Lecture

Lesson Development with 4MAT

Four-Step Skill Transfer Method

Creating Instructor Guides

DELIVER TRAINING

Keep Things Flowing

Presentation Basics

Training Preparation Checklist

EVALUATION

Formative and Summative Evaluations

Kirkpatrick’s Four Levels

Training Evaluation Form (template)

HOW IT WORKS:

The **How to Train Others** course is taught in ten separate lessons.

Students receive their workbook via a .pdf download along with their first assignment.

Working at their own pace, students complete each assignment and turn it in via email, fax, or another agreed-upon method. After the instructor reviews the assignment, he may contact the student for clarification or for extra discussion. Progress is tracked and new assignments are not given until the student successfully completes the previous assignment.

Students may call or email at any time with questions about the material.

Students work at their own pace. A student working a full-time job typically completes all ten assignments in less than two weeks. However, some have completed all the lessons in a matter of days, while others have taken up to a month.

Upon completion of the course, the student is issued a Certificate of Completion for the 16-hour course, which is accepted by all state agencies requiring a 16-hour Train the Trainer Certificate.

As alumni, students have the lifetime benefit of calling anytime with questions about training, and may also attend any of our two-day Train the Trainer workshops as refresher courses, all at no charge.