Building and Delivering Effective Training Courses and Programs

June 6 & 7, 2017 - 8:00 AM to 4:00 PM
Registration Deadline: May 16, 2017

TRAINING AND COURSE FACILITATION IS MUCH MORE than speaking to a group of people. Effectively delivering training to adult learners is much like building a house or manufacturing a product—the end result is only as good as the workmanship that was put into the project.

The training process requires:
• Establishing a solid foundation based on a great needs analysis
• Designing and developing programs with the desired end result in mind
• Using effective delivery techniques
• Evaluating the course/program to determine if the training objective was achieved

This course focuses on how to build and deliver meaningful training courses and programs within an organization. During this 14-hour session, effective training principles will be covered.

Target Audience:
• Staff members desiring to develop and deliver adult learning courses and programs
• Trainers and facilitators who want to enhance training skills

Course Objectives:
• Define the Training Development Life Cycle
• Define adult learning methodologies
• Define the role of the facilitator and understand the difference between training and facilitating
• Develop effective training by understanding the four basic adult learning styles
• Develop, document and discuss how to follow effective learning objectives
• Discuss best practices, and how to use and implement them in the training and facilitation process
• Understand Kirkpatrick’s Four Levels of Training Evaluation and learn how this tool increases training quality
• Discuss the aspects of planning an effective training session, including on-the-job training
• Implement learned principles by presenting a short training concept during class
• Develop a plan for enhancing and incorporating the techniques learned during the course

TUESDAY & WEDNESDAY
JUNE 6 & 7, 2017
8:00 AM – 4:00 PM
14-HOUR TRAINING
(Lunch provided)

SALT LAKE COMMUNITY COLLEGE
Larry H. Miller Campus
9750 South 300 West, Sandy, UT

COST PER PERSON: $350.00
Qualified companies pay ONLY $200.00 per person

MATERIALS INCLUDED:
• The Trainer’s Handbook
• Class workbook

REGISTER TODAY!

CONTACT DEBBIE PATTEN AT
801.957.5244 or debbie.patten@slcc.edu

CORPORATE SOLUTIONS