



Training for Excellence
Providing Innovative Training Solutions

Creating Training Miracles

3-Day Certificate Train the Trainer Program

Studies suggest that retention of information in a typical training can be less than 10%. After 30 days, 80% more is lost if not reviewed. That's less than 2% retention after a month following a training.

What if students/employees could retain up to 90% of your training content, with less time and less effort?

This program gives you access to practical tools, strategies, and techniques that will make your training dynamic, engaging, and effective. **We show you how to optimize your training environment and training programs to achieve outstanding learning results.**

*"As a result of standardizing our training curriculum and putting the LDAs through your training program, which emphasized both design elements and excellence in delivery, we have experienced a **40% growth in our production over last year.**"*

—Gerry Heiple, Former VP, Foresters

You'll learn how to:

- **Build** comfortable rapport with participants and get buy-in from the beginning.
- **Deliver** content logically and simply in a brain-friendly fashion.
- **Orchestrate** the optimum environment for your training.
- **Engage** the audience in multi-faceted, ingenious ways to facilitate learning.
- **Use** and combine compelling audio & visual aids to utilize more senses.
- **Choose** creative and stimulating delivery formats for "dry," technical material.
- **Facilitate** partner and group activities applicable to learning goals.
- **Transfer** information from short-term to long-term memory.
- **Plan** and design a seamless, multi-sensory training that will have lasting impact.
- **Apply** Accelerated Learning strategies for results-boosting, super-charged training.

and much more...

A) You will receive a brain-friendly, interactive workbook, handy reference guides, check lists, and a certificate of completion.

B) All programs are custom-designed based on client requirements, and may include topics not covered below when necessary.

The following is a complete list of training topics. **After a needs questionnaire and an interview, we will determine together which topics to include in your customized program.**

TRAINING TOPICS

Understanding How Adults *Really* Learn

- Introduction to Accelerated Learning (AL) methodology
- The instructor-centered versus the participant-centered approach to learning
- How traditional training tends to stifle real learning

Different Learning Styles and How To Accommodate Them

- The different needs of visual, auditory and kinesthetic learners
- VAKI principle—training strategies for each type
- How to reach all learning modalities when conducting training

Engagement Strategies For Enhanced Learning

- Keeping your participants alert, engaged, open and relaxed
- Using rapport-building techniques with success
- Using activities and games to reinforce the learning
- Implementing a variety of learning exercises

Energizing Computer-based Training

- Inherent problems with computer-based training and what to do about them
- Creative strategies for revitalizing technical training
- How to make computer-based training practical for all learning styles
- Games and activities that will make the learning process more effective
- Special room set-up allowing for a flexible and fluid training environment

Taking On E-learning

- Advantages and disadvantages with e-learning
- Synchronous versus Asynchronous e-learning
- Why Blended Learning is the ideal solution
- The 4 secret pillars of e-learning

Combining Media To Make An Impact

- Avoiding “death by power point”. Use simple methods to create compelling visuals—what to include and what to leave out
- Do’s and don’ts of PowerPoint
- Using brain-compatible flip-chart techniques that increase peripheral learning by up to 80%
- Creating great flip-charts (stick people are OK)
- Using music to enhance learning
- Engaging the image-brain for rapid memorization

Presenting Information For Optimum Comprehension and Recall

- Why “data dumping” is severely counter-productive
- Various techniques to reinforce memorization and “lock in” new content
- How peripherals can significantly increase learning
- HOT Tips for your trainer toolbox

4 Key Presentation Strategies

- 3 step power formula for providing a global understanding of the material presented
- How to “chunk” information for easy assimilation
- “Signal phrases” and how to use them
- How to revisit content in multiple ways and why it’s so important
- What to do when there’s not enough time to deliver all the material

Handling “difficult” participants with ease

- Techniques for effectively dealing with the most common types
- Prevention steps to avoid the encounter in the first place

Listening Skills

- 2 common myths
- 3 levels of listening
- How to encourage “active listening”
- 10 tips to becoming a better listener

For more information, contact Donna Garnvik at 1-800-697-9910, or email donna@wetrain.biz

How To Field Questions

- Avoid 3 common mistakes when responding to questions
- When should you re-direct questions?
- 5 tips on fielding questions
- How to ensure equal “air-time” for everyone in the room

Facilitating Activities and Giving Clear Directions

- Taking off the hat of Subject Matter Expert and donning the hat of Facilitator
- How to give clear, to-the-point directions that get participants immediately engaged and on task

Brain-Compatible Training Techniques

- Brain facts
- Why you need to present information to both sides of the brain
- Brain energizers

Presentation Skills—Voice & Body Language

- Assessing your voice
- Strengthening your voice
- Using your voice for maximum impact:
 1. The power of the pause
 2. How to achieve an even “pace”
 3. How to use tone and inflection to convey your message
 4. Why varying your volume can make a difference
 5. How to avoid “verbal sabotage”
- Creating “stage presence:”
 1. Ensuring that your body language is congruent with your message
 2. Avoiding annoying gestures that detract from your message
 3. Learning to move with purpose
 4. Injecting energy and grace into your movements
 5. Including your audience

The Do's and Don'ts of Presenting

- How you look
- How you sound
- What you say
- Practical tips

Opening a Training Session

- How to build “instant” rapport with participants, melt resistance, and get buy-in from the beginning
- Overcoming learning barriers
- Creative ways to open a training session
- Setting ground rules and why they are important in participative training

Closing a Training Session

- Common mistakes to avoid
- Allowing reflection on the content to create a sense of “ownership”
- Wrap-up techniques and action plans to cement the commitment to continued learning and application
- If it’s worth learning, it’s worth celebrating—appropriate, memorable ways to conclude a course

Managing the Classroom/Training room

- The number 1 factor affecting learning that most trainers don’t even know about, and how to use it to boost comprehension and retention
- Directing the group’s focus
- Helping ALL learners keep up with the pace of classroom instruction

Physical & Mental Energizers

Use physical and mental energizers to:

- Recharge a group when the energy is waning
- Increase alertness and attention
- Transition to a new topic

How To Debrief an Activity

- Skillfully “draw out” the learning
- Making the intangible tangible
- Using a clear-cut model for effective debriefs
- Questions to use with any group

How To Give Feedback/Coaching

- Making feedback easy using a 5 step process

5 Deadly Mistakes Trainers Should Avoid

- Understanding what creates a negative training climate and shuts down learning

Liven Up Your Training (special bonus section)

- Learning activities and games you can easily replicate that will motivate learners, boost their energy, and make retention soar

Creating an Optimum Training Environment (no matter where you train!)

- How the environment impacts learning
- Elements of a positive, stimulating training environment
- 4 important factors for choosing a room, and what to do when you have no choice
- Bonus: A handy “Setting the Stage” check list

Needs Assessments and Surveys

- Gathering reliable data
- 6 assessment methods
- Writing a needs assessment survey
- One easy and quick way to conduct a needs assessment when there's not enough time or resources

Crafting Clear Training Objectives

- Blooms Taxonomy made simple
- Creating clear behavioral and competency-based training objectives
- Identifying objective statements under each of the three learning domains (cognitive, affective, psycho-motor)
- Ensuring module objectives and learning activities are aligned with overall course objectives

Instructional Design Strategies & Tools

- How to plan effective, concise training modules that meet learning objectives
- The secret unveiled: The 6 phases of Accelerated Learning training—high level overview
- Instructional Design 101: The basics—street-level view
- Content versus Process—The Focus/Diffuse principle
- How to organize and sequence content in a logical, brain-friendly fashion
- Instructional design planning sheets and reference tools
- Guidelines for developing relevant learning activities and ensuring participants are involved in their learning

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- How to create compelling, interactive handouts/workbooks
- Bonus: Our handy Accelerated Learning Course Design check list

Participant presentations (time-permitting)

- Participants will have an opportunity to prepare and deliver one or more presentations and receive personal feedback and coaching from the lead trainer and peers

Assessments/Evaluations of Learners

- How do we know they know? Summative and Formative assessments
- Developing interim and final evaluations
- Constructing effective test questions—do's and don'ts

Evaluating the Training

- Introduction to Kirkpatrick's 4 levels of learning evaluation
- Referencing Kirkpatrick's learning evaluation grid
- Constructing a simple evaluation tool
- How to incorporate feedback into future training efforts

“I learned more practical skills in Donna’s training than I did in my 2-year certification training in Adult Learning.”

—Debra Ritchie, Training Specialist, Calgary, Canada

*“My staff can't wait to start implementing the valuable strategies and tools that Donna shared with us for designing and facilitating training. **The whole team, including myself, are re-energized and excited about our future training sessions.**”*

—Patsy Westcott, UI Program Coordinator, Alaska Department of Labor

“Eye-opening and mind-altering. *Scientifically proven learning strategies that dramatically increase retention using strategies and techniques that debunk traditional training and are far more effective. Far more enjoyable way of learning. The antithesis of Death by PowerPoint.”*

— Chris Jones, President, LeaderSharp Inc.

*The training not only re-energized the team, but gave us new insights on AL strategies that can be used in technical training and other training as well. **We all walked away with new skills, new ideas and new tools that are now incorporated in our employee training program.** I would highly recommend this training...*

—Laura Clellan, Chief, Training Division, HAC Department of Veterans Affairs