

Your Turn.

State of Connecticut Train-the-Trainer 2012 Certificate Program



You know more than anyone that high-quality learning is critical for you to be effective in the workplace. Now take you and your organization to the next level, with confidence.

Train-the-Trainer

This career enhancing certificate program, offered to State of Connecticut professionals through the Connecticut Training & Development Network, in partnership with the Department of Administrative Services Learning Center, is geared towards equipping individuals with the necessary knowledge, skills and abilities to function more effectively in a training capacity while adding value to their agency.

CTDN

The Connecticut Training & Development Network is dedicated to being a resource for government professionals who work in and manage the staff and organizational development for Connecticut state agencies.

Facilitators

CTDN members coordinate and provide the instructors for the program. These individuals are high energy, creative thinkers with a passion for education.

Advance your Career

Apply now, space is limited!

Application deadline is

Tuesday, January 31, 2012

Benefits

For you:

Develop your training knowledge and skills to the next level.

Attain a higher level of professional performance and expertise.

Know how to deliver "learner-centered" training.

For your agency:

Training that is better aligned with your agency's strategic goals.

Practical applicability of theories, models, and concepts that deliver measurable long-lasting results.

Designed for

State of Connecticut trainers, human resources professionals, technical positions, managers who train - YOU!

If you are responsible for identifying employee training needs, planning training programs, and/or preparing your organization's training effectiveness, this is for you.

March 6 - October 31

The certificate program consists of a rigorous course of study including 8 modules, 15 days of facilitator-led instruction over 8 months and a work-related project to be completed during the course of the program. CTDN mentors will be available to the participants throughout the program to offer support and constructive feedback.

Enrollment

Selection into the program is by application and recommendation of the applicants manager or supervisor. Class is limited to 15 participants. Submission deadline is January 31, and acceptance notification is by February 10, 2012. Tuition of \$135 is payable upon acceptance and registration into the program through the DAS Learning Center.

Visit ct.gov/cdtn for a fillable PDF application form and more information.



Module descriptions

Module 1: Program Introduction & Overview

Reviews the Train-the-Trainer Certificate Program, including program requirements. During this module, participants get acquainted with their colleagues who are enrolled in the program and meet the TtT program mentors. Participants assess their current competencies and begin developing a learning plan.

Module 2: Adult Learning Principles/MBTI

Introduces the basic theories of learning and adult learning. Participants complete a Learning Styles Inventory to determine their own preferences and how they impact the way they design and present training. Participants also select training strategies which meet specific learners' needs. This module gives participants an opportunity to take the Myers-Briggs Type Indicator (MBTI) to explore their own learning and training styles and how it relates to the classroom.

Module 3: Needs Assessment

Reviews the needs assessment methodology including surveys, focus groups, and interviews. The module covers conducting task analysis and determining skill hierarchies. Using an interactive format, participants gain hands-on practice designing needs assessment and determining solutions to meet the need.

Module 4: Curriculum Design & Methods of Instruction

Introduces the curriculum design process which includes writing course objectives, determining target populations, and designing a learning modules using the Mager model for instructional development. Participants are introduced to a variety of training delivery methods and their appropriate use. Participants learn how to create a conducive

Program

learning environment by effectively using openers/closers, energizers, games and accelerated learning principles.

Module 5: Evaluation Strategies

Offers an overview of the four levels of evaluation used to assess training effectiveness. Using interactive and group techniques, participants obtain practice designing evaluations and receive feedback from peers and instructors.

Module 6: Presentation Skills

Provides participants with the basic concepts of preparing for and presenting a training module, including platform delivery skills. This module is devoted to participant presentations and providing constructive feedback to other participants regarding their design/use of training aids and their demonstration of training/instruction methods.

Module 7: Facilitation Dynamics

Introduces the core tools and techniques of facilitation. In this interactive learning environment, participants will gain hands on experience in facilitation including how to deal with difficult situations. Participants are encouraged to practice and receive ongoing coaching so that facilitation skills become firmly established in the organization.

Module 8: Wrap Up and Graduation

Provides a conclusion of the program, revisiting the self-assessment instruments and individual development plan introduced in Module 1. Participants receive their certificate of completion at a graduation ceremony. Supervisors are invited to attend and celebrate with their coworkers.

Independent work-related project

During the course of the program, participants work independently to design a two-hour work-related training module applying the knowledge they acquire from modules 2 through 6. Mentors are available to participants for guidance with the work-related project. The participant's supervisor is responsible for monitoring the accuracy of the project contents and completion of the final project. Time must be allowed on the job to complete each portion of the project and to meet project deadlines.

2012 Dates

march - october

Module 1	March 6
Module 2	March 20, 21
Module 3	April 10 , 17
Module 4	May 8, 15
Module 5	June 5
Module 6	June 19
Module 7	September 11, 12
Presentations	October 2, 3, 10
Module 8	October 31



Application submission deadline is January 31, 2012. Visit ct.gov/ctdn for a fillable PDF application form and more information.

Contact: Deana Giordano
Train-the-Training Coordinator
deana.giordano@ct.gov
860-263-6677