Your Turn.

State of Connecticut
Train-the-Trainer
2014 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
Friday, January 31, 2014

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, planing training programs, and/or preparing your organization's training effectiveness, this program is for you.

Enrollment

Selection into the program is by application and recommendation of the applicant's manager or supervisor. Class is limited to 15 participants. Submission deadline is January 31, and acceptance notification is by February 14, 2014. Tuition of $105 is payable upon acceptance and registration into the program through the DAS Learning Center.

March - October

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.

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

ctdn
connecticut training & development network
DAS Learning Center

State of Connecticut
Train-the-Trainer

Program

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. Participants assess their current competencies and begin developing a learning plan.

Module 2: MBTI/Adult Learning

Offers 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. On day two, module 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.

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 learning modules for instructional development. Participants are introduced to a variety of training delivery methods and their appropriate use. Participants learn how to create conducive learning environment by effectively using openers/closers, energizers, games and accelerated learning principles.

Module 5: Evaluation Strategies

Offers an overview of 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. Managers/supervisors are invited to attend and celebrate with their coworkers.

PowerPoint - Optional

PowerPoint presentations are a great way to support a speech, visualize complicated concepts or focus an audience's attention. However, a bad presentation can achieve the opposite. Participants will learn how to use PowerPoint to avoid common mistakes and receive instruction on how to optimize this powerful tool to their advantage.

Application submission deadline is January 31, 2014. Visit ct.gov/ctdn for a fillable PDF application and more information on CTDN.

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 manager/supervisor is responsible for monitoring the accuracy of the project, content 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.

2014 Dates march - october

Module 1	March 18 March 21 snow date
Module 2	March 25, 26 March 28 snow date
Module 3	April 8, 15
Module 4	May 6, 13
Module 5	June 3
Module 6	June 17
PowerPoint	July 16
Module 7	September 16,17
Presentations	September 30, October 1, 7
Module 8	October 21

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