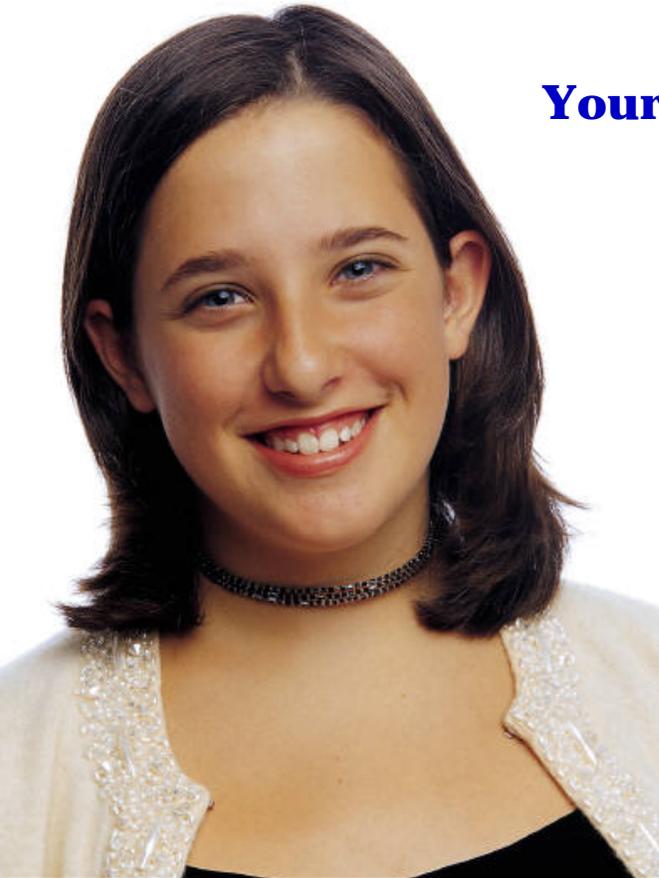


## Train the Trainer Certificate Program 2010 - 2011

Sept 14 – April 29



**Advance Your Career!**  
**Apply now, space is limited**  
**Application Deadline:**  
**Friday, July 09, 2010**

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

### What's In It 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

### What's In It for Your Agency?

- Would you like to develop training that is better aligned with your agency's strategic goals?
- Discover the practical applicability of theories, models, and concepts and being able to use what you learn on-the-job, the very next day.

The Department of Administrative Services, through its Learning Center, is pleased to offer the **State of Connecticut Train-the-Train Certificate Program (TtT Program)** in

partnership with the Connecticut Training and Development Network (CTDN). The **TtT Program** is designed to provide training professionals with the knowledge, skills, and abilities to successfully design, implement, and conduct training.

The Program consists of a rigorous course of study including a program introduction and overview, six instructor-led modules, and one Independent Project which will provide participants with practical application of the Program's content. Participants accepted into the program will be paired with a mentor who will provide guidance throughout the program. Participants must attend all modules and complete the Independent Project to receive the certificate.

The certificate program has been designed so that participants will complete the program in 8 months. After successful completion of the **TtT Program**, participants will have knowledge of how to develop and deliver training that is learner-centered and aligned with their agency's strategic goals.

## **Program Eligibility**

The State of Connecticut Train-the-Trainer Certificate Program is designed for State of Connecticut Training, Human Resource, Equal Employment Opportunity Professionals, and technical positions that require substantial time designing and conducting training of agency staff.

## **Enrollment Process & Tuition**

Selection into the program is by application and the recommendation of the applicant's manager or supervisor. Class size is limited to 15 participants. Applications must be submitted by July 9, 2010. Individuals accepted into the program will be notified by July 30<sup>th</sup>. Classes will be centrally located at the Department of Transportation (DOT) Training Center in Newington. Tuition for the program will be \$199 payable upon acceptance and registration into the program. Registrations and tuition payment will be processed through the DAS Learning Center.

## **TtT Certificate Program Modules and Semesters**

The certificate program consists of 8 modules, 12 days of facilitator-led instruction over 8 months in addition to an Independent Project to be completed during the course of the program.

### **Fall 2010**

### **Dates**

Module 1 – Introduction and Program Overview (1 day)	September 14
Module 2 – Needs Assessment (1 day)	September 28
Module 3 – Adult Learning (1 & ½ days)	October 26 & 27
Module 4 – Curriculum Design & Methods of Instruction (2 days)	November 16 & 30 (Snow Date - December 7)

### **Winter/Spring 2011**

### **Dates**

Module 5 – Evaluation Strategies (1 day)	January 25 (Snow Date - Feb. 1)
Module 6 – Presentation Skills (3 days)	March 1, 15 & 16 (Snow Dates - Mar. 8, 22, 23)
Module 7 – Facilitation Skills (2 days)	April 12 & 13
Module 8 – Wrap Up and Graduation (1/2 day)	April 29

## **Optional Course**

PowerPoint Skills Basics	TBA
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## Module Descriptions

### **Module 1: Program Introduction & Overview**

#### **Description**

Module 1 provides an overview of the Train-the-Trainer Certificate Program, including program requirements. During this module, participants will get acquainted with their colleagues who are enrolled in the program and meet their assigned mentors. Participants will also assess their current competencies and begin developing a learning plan.

### **Module 2: Needs Assessment**

#### **Description**

Module 2 provides an overview of needs assessment methodology including surveys, focus groups, and interviews. The module will cover conducting task analysis and determining skill hierarchies. Using an interactive format, participants will get hands-on practice designing needs assessments and determining solutions to meet the need.

### **Module 3: Adult Learning Principles**

#### **Description**

Module 3 will introduce participants to the basic theories of learning and adult learning. Participants will complete a Learning Styles Inventory to determine their own preferences and how they impact the way they design and present training. Participants will also select training strategies which meet specific learners' needs.

### **Module 4: Curriculum Design & Methods of Instruction**

#### **Description**

Module 4 introduces participants to the curriculum design process which includes writing course objectives, determining target populations, and designing a learning module using the Mager model for instructional development. Participants will be introduced to a variety of training delivery methods and their appropriate use. Participants will learn how to create a conducive learning environment by effectively using openers/closers, energizers, games, and accelerated learning principles.

### **Module 5: Evaluation Strategies**

#### **Description**

Module 5 provides an overview of the four levels of evaluation used to assess training effectiveness. Using interactive and group techniques, participants will obtain practice designing evaluations and receive feedback from peers and instructors.

## **Module 6: Presentation Skills**

### **Description**

Module 6 will provide participants with the basic concepts of preparing for and presenting a training module, including platform delivery skills. The last two days of this module will be 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**

### **Description**

Module 7 provides an overview of 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 will be encouraged to practice and receive ongoing coaching so that facilitation skills become firmly established in the organization.

## **Module 8: Wrap Up and Graduation**

### **Description**

Module 8 provides a conclusion of the program, revisiting the self-assessment instruments and individual development plan introduced in Module 1. Participants will receive their certificate of completion at a graduation ceremony. Supervisors will be invited to attend and celebrate with their coworkers.

## **Independent Project**

### **Description**

During the course of the program participants will work independently under the guidance of a TtT mentor to design a two-hour training module applying the knowledge they acquired from modules 2 through 6. Time must be allowed on the job to complete each portion of the project and to meet project deadlines.

## **Mentoring**

Participants will be assigned a mentor on the first day of class. The mentors serve as a resource and support for participants through the 8-month program. The Mentors are the individuals associated with the certificate program or the CTDN network. Mentors will review participants' independent project on designated dates throughout the program to ensure appropriate application of the knowledge from each of the modules and provide constructive feedback.

## **Module Feedback**

At the end of each module, a mandatory module feedback form will be sent to each participant and must be submitted prior to the next class date.