

TRAIN THE TRAINER CERTIFICATE

Transform your training experience and results with an adult learning approach.

Train-The-Trainer promises to help you revolutionize how you train employees.

The ways we train and develop our people in the professional world is in continual change and growth. We will adapt and learn, or not. Times and technology change frequently, as seen by the COVID-19 pandemic, while how people LEARN and GROW has stayed more constant. We will experience and apply tools to stay true to what works in teaching working professionals while adapting to new delivery methods and platforms both in-person and virtually.

Participants of the **Train-the-Trainer** program will learn the essentials of the training function and directly apply new content to their jobs while exploring the best in-person and online training practices. You will learn the keys to teaching virtually, both with and without PowerPoint!

Whether you are a seasoned pro looking for a refresh or are new to the game and require a strong foundational knowledge in critical training skills, the **Train-the-Trainer** program will leave your audience praising your training abilities. Come join us for the nation's highest-rated **Train-The-Trainer** Program. Take training to an entirely new level.



Participants will gain skills to experience, understand, and apply techniques in the Trainer's Toolbox. With over 45 tools and 300+ ideas to save time, reduce development costs, and improve results:

- Effectively lead students with energy, confidence, and authenticity
- Create engaging delivery techniques to adapt to changing needs of people, time, and scope
- Devise creative facilitation techniques and focused learning objectives
- Advance skills in videotaped mini-trainings
- Apply tools to both virtual and in-person trainings

TWO LEVELS OF CERTIFICATION:

Facilitating Training Certificate: Completion of the first half of the program, "How Adults Learn" and "Creative Facilitation Techniques."

Designing Training Certificate: Completion of the full program, "How Adults Learn," "Creative Facilitation Techniques," and "Planning, Designing, & Evaluating Training."

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Duration:

This program consists of either 2 modules over the course of 2 days, OR 3 modules over the course of 4 days.

Audience:

If you are a training facilitator, you will sharpen your delivery skills and develop new instructional AND facilitation techniques.

If you are a training developer, this session will help you save time, energy, money, and stress as you design programs that meet the needs of the facilitator as well as the learners

Program Breakdown:**FACILITATING TRAINING - How Adults Learn (Day 1)**

The key to adult learning is facilitating learning experiences, rather than telling what you know. **Train-the-Trainer: How Adults Learn** helps you to develop a new, more

energized, and more effective style of training that speaks to adults in a way that is relevant. This program is practical, fast-paced, and results-oriented and serves as a real-time model for participants. You can personally experience the principles behind adult training that really works.

You'll learn the keys to formatting and delivering your message in a way that really makes sense to your learners. Participation in this session can literally revolutionize the way you approach every training challenge.

FACILITATING TRAINING - Creative Facilitation Techniques (Day 2)

This is a day of heavy-duty immersion learning—you will learn by doing and will discover how to help your trainees do the same. You will explore every stage of the facilitation process from icebreakers at the opening, to action planning at the close. You will learn at your own pace and face challenges geared toward your level of expertise and application.

Best of all, you'll get to see yourself in action. You will be videotaped while conducting a brief training sequence then receive feedback from your instructor. Here is a rare opportunity to assess and refine your facilitation skills with guidance from other training professionals. Participation in this session can literally revolutionize the way you approach every training challenge.

2-Day Cost: \$1,300 General Registration

4-Day Cost: \$2,450 General Registration
Select Discounts Available

Digital Badge:

Xavier Leadership Center is proud to offer each participant a digital badge in Train the Trainer once participants have met program completion criteria. Digital badges include a direct link to view program credentials and can be utilized by participants on social media and digital resumes.



PROJECT MANAGEMENT CERTIFICATE

Program Breakdown Continued:

DESIGNING TRAINING: Planning, Designing, & Evaluating (Days 3 and 4)

As you master delivery skills, take your talents to another level with Design skills. **Train the Trainer: Planning, Designing & Evaluating Training** helps you to develop a new, more energized, and more effective classroom learning experience. You'll learn how to save time and money during the design process. And more importantly, you will add to, modify, and edit one of your existing training programs so that it becomes a more learner-focused and results-oriented training program and serves as a model for other training programs you develop.

Program Facilitator:



Mike Lair:

Mike has been a facilitator with the Xavier Leadership Center for many years. He specializes in helping people and businesses learn and develop together to make and meet organizational goals. Mike provides invigorating programs in leadership development, team effectiveness, and personal performance. His inspiring and dynamic facilitation style energizes clients to maintain enthusiasm and effectively apply their learning to meet the practical challenges they face every day.

In both the corporate and non-profit sectors, Mike has directed Human and Systems Development efforts for small, large, and multinational companies. He has served as Director of Experiential Programs and currently chairs the Experiential Training and Development Alliance at WEB Education Tools. For seven years, Mike was the Director of Organizational Learning for Joy Outdoor Education Center near Cincinnati, where he provided the leadership to initiate a full-service consulting operation, doubling base revenues and tripling the client base.

Mike earned his Bachelor of Arts in Industrial Psychology/Quality of Work Life from Bowling Green State University. His publications include articles in the *Book of Metaphors, II* for the Association of Experiential Education, and *Getting Teams on the Same Page*. Mike has also produced the manuals *Managing Conflict*, *Team Alignment Process®*, *Creating Shared Vision*, *Developing Strategic Plans*, and *Quality Team Processes and Leadership*.