

Are your trainers mastering the techniques to meet the expectations of learners in the Knowledge Economy?

Training Skills for the Millennium

Enroll TODAY in
Knowledge Design Group's new
ONE GIANT LEAP Series®

***Train the Trainer:
Techniques of Instruction***
*October 17-19, November 7-9,
December 4-6*

Presentation Skills for E-Trainers
*October 24, November 15,
December 11*



PRESENTATION SKILLS FOR E-TRAINERS

October 24, November 15, December 11
8:30am - 4:30pm

Technology has changed the way corporate America educates its workers. Internet technology makes it possible for a single organization to train its employees simultaneously whether they're just down the hall, or on the other side of the Pacific. The new challenge is to ensure that convenience does not become a substitute for quality. Surprisingly, a lot of online content, though readily accessible, is not grounded in sound educational theory. Too often, the burden is on the learner to sort through and discover information from a wash of online data. Synchronous and asynchronous learning events offer a more streamlined solution, however inexperienced instructors fail to adapt their training style to the electronic media. This course won't change the rules... but it will show you how the new game is played.

Learn How To:

- Use techniques to design and present effective E-Learning
- Apply emerging definitions of E-Learning
- Implement the simplest to use and yet extremely effective E-Learning tools available
- Distinguish between synchronous and asynchronous lesson planning
- Explain the similarities and differences between an E-Trainer vs. a Classroom Trainer
- Apply educational theory to your learning solution
- Utilize content development and assembly principles to create effective learning solutions
- Employ delivery considerations and preparations to achieve success
- Adapt current training techniques in order to thrive within the new e-medium

Who Should Attend?

- Human Resource Managers
- Training Coordinators
- Instructors
- Instructional Designers
- Senior IT Managers and IT Professionals involved in training initiatives
- Individuals involved in the planning, purchasing, design and delivery of training initiatives

Benefits to the Participants:

- Identify current industry approaches for E-Learning
- Examine theoretical constructs for creating effective courses
- Learn how to present effective E-Learning
- Become an essential resource for the development of E-Learning solutions within your organization

Participant Resources:

- E-Trainer Manual
- A set of theoretical constructs for creating effective courses
- A "How-To" toolkit for the preparation and delivery of E-Learning content
- Virtual follow-up sessions using E-Learning tools

Benefits to the Organization:

- Learn techniques to enhance the effectiveness of existing online courses
- Maximize the ROI of existing Web and Intranet technologies
- Develop and promote universal standards for training within your organization
- Objectively assess the advantages of E-Learning without investing in any new technology or software

TUITION: \$450

All training sessions will take place at the Knowledge Design Group Learning Center located in the Roma Corporate Center at 1605 North Cedar Crest Blvd., Suite 608, Allentown, PA. For more information, contact Audrey Rutledge at 610-432-6003 xt. 14 or via e-mail at: arutledge@kdgonline.com. Please contact Stephanie Anderson at 610-432-6003 xt. 11 or via email at Information@kdgonline.com to schedule a private session.

If you teach it... will they learn?

TRAIN THE TRAINER: TECHNIQUES OF INSTRUCTION

October 17-19, November 7-9, December 4-6
8:30am - 4:30pm

In today's economy, the most successful organizations recognize the value of learning. Why? Because the knowledge conveyed through training is the company's most intangible—yet powerful—asset. The assimilation of this knowledge determines the skillfulness, and therefore the productivity, of an employee. The true potential of this knowledge can only be realized when effective learning occurs. Effective learning solutions succeed when the trainer's knowledge and techniques succeed in capturing the attention of the learner. Effective instructors facilitate learning that results in performance improvement. In this session, trainers will gain practical knowledge and proven techniques that will improve the attentiveness of their audience and the effectiveness of their training.

Learn How To:

- Develop and apply checklists to facilitate class planning
- Use Icebreakers to energize your sessions
- Perfect your performance utilizing job aids and checklists
- Assess your overall strengths and weaknesses as an instructor
- Apply balanced instruction techniques to improve student learning
- Develop questioning strategies that create interest and enhance learning
- Utilize media to make instruction more interactive
- Use job aids to design lessons that teach skills and knowledge
- Apply a model of classroom dynamics to impact adult motivation and interaction
- Integrate accelerated learning techniques to meet the needs of any group
- Apply an industry proven methodology that will increase learning and knowledge transfer.
- Develop strategies for accommodating different experience levels in a class

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Benefits to the Participant

- Acquire tools and techniques that will make you a successful trainer
- Gain the confidence to apply the technique immediately
- Receive tools and techniques that can be shared with team members
- Increase your confidence and satisfaction with professional contributions to your organization

Participant Resources

- Techniques of Instruction Manual
- Pre-and Post Participant Video
- Instructor's Behavior Checklist
- Balanced Instructional Theory Tool
- Instructional Summary Analysis Tool
- Certificate of Completion

Benefits for the Organization

- Provide a means for trainers to evaluate their performance and refine their techniques
- Provide a professional development solution that has been used by thousands of trainers to deliver the most effective training
- Increase the effectiveness and consistency of training
- Improve the morale and motivation of your trainers

TUITION: \$1050

Training Skills for the Millennium

Enrollment Form

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

COURSE TITLE: _____ **COURSE DATE:** _____

PAYMENT METHOD: _____

1.) **PAYMENT ENCLOSED** _____

2.) **BILL MY ORGANIZATION - USE PO#** _____

3.) **CREDIT CARD:** _____ **VISA** _____ **MASTERCARD** _____ **AMERICAN EXPRESS** _____

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

CREDIT BILLING ADDRESS: _____

PRINT NAME (AS IT APPEARS ON CARD): _____

SIGNATURE: _____

Receipt of payment will ensure your seat reservation. Tuition is fully refundable if cancellation is made within 15 business days prior to the first day of the workshop.

All training sessions will take place at the Knowledge Design Group Learning Center in the Roma Corporate Building located at 1605 North Cedar Crest Blvd., Suite 608, Allentown, PA. For more information about these classes, contact Anne Sodl at 610-432-6003 xt. 10 or via e-mail at Asodl@kdgonline.com.

To schedule a private session at your location, please contact Stephanie Anderson at 610-432-6003 xt. 11, or via e-mail at Information@kdgonline.com.

3 Ways to Enroll:

Phone: 610-432-6003

Fax: 610-432-9010

Mail: Knowledge Design Group

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