

# THE SECRETS OF DEVELOPING, DESIGNING, & DELIVERING EFFECTIVE TRAINING

## *Program Description*

### Overview:

This interactive, hands-on course will help participants discover the skills and techniques needed to effectively develop and deliver training to the adult learner – so they will retain it and do something with it! If you do any training or if you'd like to learn how to, this is a course for you! I'll share many of my secrets and we'll spend time talking about how to even make "dull" training fun and participant-focused.

### Objectives:

As a result of this program, you should be able to:

- Describe how adults learn and retain information best.
- Explain the 4 Steps of the Accelerated Learning Cycle and how it can help make training and learning happen more quickly and effectively.
- Determine (if you're running short on time) what might be the most important step(s) not to skip, keeping in mind it's not about getting through the material, it's about what participants retain and understand and put into practice.
- Prepare a motivational learning environment for training participants.
- Enhance his/her training by implementing key facilitation and presentation techniques.
- List strategies for dealing with 3 difficult types of trainees.
- Identify the qualities of effective visual aids.
- Use variety and fun to ensure his/her upcoming training sessions (for both the trainer and the trainee).

Length: Workshop: 1 or 2 Days