

## Train The Trainer

### Program Development

#### **Today's Workplace Training Needs**

Training plays an important part of industry today. Training needs come in a variety of ways including:

- Procedures and policies
- Equipment operation and maintenance
- Tool box talks
- Safety meetings, to name only a few

Being effective in the development and delivery of these needs is imperative, as today's industry demands that training requirements are effective.

This fast pace 3-day "**Hands – On Experience**" training is designed so learners will:

- Be in a comfortable environment to learn or improve presentation skills
- Demonstrate the steps in program development
- Develop basic presentation skills
- Practice in progressive variations of presentation delivery
- Develop and deliver a short training session and
- Be provided positive and constructive feedback by the trainer and peers



#### **Who Should Take This Program?**

Anyone who:

- ✓ Develops and delivers training sessions, procedures or safety initiatives
- ✓ Conducts staff or safety meetings
- ✓ Is working towards any certificates in safety or other safety designations
- ✓ Requires CRSP maintenance points
- ✓ Is a supervisor responsible for safety talks and presentations

#### **What You Will Learn**

The **ADDIE** training structure including these elements:

1. Assess
  - Needs Assessment and Learning Styles
2. Design
  - Learning Outcomes, Learning Experiences, and Training Resources
  - Instructional Plans
3. Develop
  - Content
  - Learning Experiences
4. Implement
  - Preparation, Communication, and Engaging Learners
5. Evaluate
  - Evaluation Methods

