



LIVE SEMINAR

# Training the Trainer



## THIS SEMINAR AT A GLANCE:

If you're a professional trainer or a manager who trains or you train people one at a time or in large groups this dynamic one-day seminar is for you!

**In just one, six-hour seminar, participants will learn how to:**

- Training on a budget: Cutting-edge, cost-conscious training plans to save you money without sacrificing quality.
- Discover six ways to motivate the adult learner.
- 11 musts for instructional presentations in an easy checklist you'll use again and again.
- Keep participants on the edge of their seats.
- Pinpoint training needs in your organization with surveys and questionnaires – easy methods you can use right now.
- Four ways to succeed with humor and three sure-fire ways to bomb out
- Best of all, get the latest and best training knowledge at a fraction of the time and cost investment required by other programs.

# Training the Trainer

S E M I N A R S U M M A R Y

## The best ideas and latest training intelligence from Pryor Learning!

### Who will benefit the most?

This seminar is ideal for anyone who performs training, regardless of how often, their level of experience or group size. Whether they are managers who train, training managers, personnel and human resources professionals, they will gain valuable strategies and insight from this seminar.

### How will this benefit the organization?

- Discover 12 ways to get a group to really participate — you'll build rapport and make the experience fun and relevant.
- Get new employees on track quickly with perfected training strategies to take the pain out of orientation.
- Hear great tips on program timing — you'll understand exactly when to speed up and when to slow down.
- Master six clever methods to motivate trainees, even learning resisters and difficult know-it-alls.
- Learn innovative ways to use experienced employees for day-to-day training — and make it a great learning opportunity for everyone.
- Learn to judge when and how to use prepared training materials, independent trainers, consultants and other outside sources.
- Battle boredom: how you can use role playing, games, panel discussions and more to keep trainees interested and alert.

### As a result of this training:

Trainers will acquire specific tips, techniques and strategies for providing better training and developing excellent instructional programs. As a result, your employees will get more out of the training programs you offer.

## PROGRAM AGENDA

### Pinpoint Your Training Needs

- Learn how to simplify and clarify your goals — and discover exactly what you need to accomplish to meet them.
- How to spot training needs early — before deficiencies reach crisis level.
- Innovative ways to use feedback to spot problems and needs requiring training solutions.
- How to sell your training ideas and create proposals that win the support of management and employees.
- Use questionnaires and surveys to pinpoint training needs, including examples and techniques.
- Learn about alternatives you can tap into when formal training isn't possible.

### Understand the Adult Learning Process

- Some of the most common barriers to learning and how to avoid them.
- Discover the ten characteristics of adult learners, and use the information to produce on-the-mark training for employees.
- 20 guidelines you can use now to give better instructional presentations to adults.
- Learn the 13 needs of adult learners, and tailor your training for maximum effectiveness.
- Six ways to motivate people and make them want to learn — even resisters and know-it-alls.

### Plan and Develop Super-Powerful Programs

- Use a simple, easy-to-use form to design your presentation — you'll save hours.
- Tips for setting objectives: why you must have specific objectives before you can begin planning.
- Consultants and independent trainers: find out if they can save you time or money.
- A guide to resources and research: find out where to look for the background information you need.

- The creative program: learn six ways you can develop a training program that will leave no one bored.
- Learn surprising ways you can involve your coworkers in the planning process to increase enthusiasm and support.
- How to pace the program: know when to speed up and when to slow down.
- Five areas you should cover early in the day, and five areas to cover as the day progresses.

### Produce Innovative Materials and Presentations

- 12 expert tips for designing visual aids to put punch in your program.
- Learn indispensable user tips for flip charts, overhead projectors, films, video, slides and more.
- How to develop better materials and course books to reinforce learning long after the training program ends.
- The optimum physical environment: find out how noise, space, temperature, lighting and other "comfort factors" affect your presentation.
- Use diagrams for eight room arrangements — you'll learn the best setup for the smallest to largest group.
- Guidelines to help you develop a professional presentation style and increase your confidence and effectiveness.
- Four ways you should use humor — and three ways you should not.
- Three ways to personalize the training material and increase participation.

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## Registration Information

### Enroll Today!

**Online:** [pryor.com](https://www.pryor.com)

**Phone:** 1.800.780.8476

**Email:** [customerservice@pryor.com](mailto:customerservice@pryor.com)

**Additional information can be found in our FAQs:**

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