

Training Skills for Peak Performance

8:30 – 9:00	Registration, Continental Breakfast		
8:45 – 9:00	Welcome, Overview		
Session I 9:00 – 10:25	<p>1. DEVELOP TRAINING ACTIVITIES AND MATERIALS By Melissa Smith Use a newly created tool to develop training activities and materials based on the best learning experiences to meet your objective. Create "discovery learning" in your instructional activities including case studies, inventories, and skill practice exercises. NEWLY REVISED</p>	<p>2. INTERNAL CONSULTING SKILLS By Linda Ernst, President, Training Resource What are the new roles of the performance consultant? What competencies and skills are needed to work in this new role? Learn how to successfully prepare yourself and your staff for new roles and responsibilities. NEWLY REVISED</p>	<p>3. FACILITATE DISCUSSIONS WITH IMPACT! By Kathleen Terry, President, Participative Management Systems Everyone has something to contribute to a discussion. Get the most out of a discussion to solve problems, make teams productive, add participation and involvement appropriately. Identify eleven types of facilitation roles and when to use each.</p>
10:25 – 10:45	Refreshment Break and Visit Book Display		
Session II 10:45 – 12:10	<p>4. ASSESS TRAINING NEEDS By Linda Ernst Use two types of needs analysis to uncover the real learning needs of learners. Use performance analysis to identify whether training will improve performance or not. Use goal analysis to help clarify outcomes when training requests are vague or ambiguous.</p>	<p>5. HOW TO MARKET THE TRAINING FUNCTION By Kathleen Terry Identify a variety of ways to improve attendance at training events. Build alliances and a presence in the organization. Meet the organizations needs, rather than put on events that have marginal participation.</p>	<p>6. THE TIRELESS TRAINER By Melissa Smith Exhausted at the end of the day? Cramped back? Sore feet? Throbbing head? Learn fitness and energy tips that will protect your health and help you stay relaxed, feel and look energized, and avoid being wiped out at the end of the training day.</p>
12:10 – 2:10	<p>Luncheon and Luncheon Presentation USE AND ADAPT GAMES APPROPRIATELY IN TRAINING By Jean Barbazette How to select and facilitate games to make a learning point creatively. Participate in quick games, puzzles, decision-making games and more . . . NEW</p>		
2:10 – 2:30	Refreshment Break and Visit Book Display		
Session III 2:30 – 3:55	<p>7. ON A ROLE . . . By Jeannie Burch Identify how to conduct effective "skill-practice" and "empathy" role plays that are appropriate for your target audience and meet the learning objective. Practice using a five-step adult learning process to facilitate role play that are non-threatening for the learner.</p>	<p>8. TRAINING DIFFERENT GENERATIONS By Linda Ernst What are the common concerns when training mixed generations in the same group? Design powerful and appropriate training activities to appeal to various generations. Avoid pitfalls that turn off Veterans, Boomers, Xers and the Millennium generations.</p>	<p>9. USING GRAPHICS TO FACILITATE LEARNING By Melissa Smith Productivity and creativity increase dramatically when you can see what you are talking about. Learn to graphically display ideas and images. Unlock visual intelligence. Learn easy ways to draw basic shapes, people and letters on flipcharts; make the most dramatic use of color.</p>
3:55 – 4:00	Evaluation and Conclusion		