

## Course Outline for Adult Learning Principles Training (1-Day)

**Who Should Attend:** Anyone, who as part of their job may be involved in identifying training requirements, developing and/or delivering training programs.

**Maximum # of participants:** 12

**Prerequisites:** None

**Duration:** One-Day

**Record of Training:** All participants who successfully complete this program will receive a "Certificate of Achievement."

**Learning Objectives:** At the conclusion of this training, participants will understand the basic principles of Adult Learning in order to function as an entry level trainer.

***The following topics will be discussed with active class participation.***

Time	Learning Objective	Structure and Content
08:00 – 08:15	Meet & Greet	Registration, Introductions, Review course schedule and objectives
08:15 – 08:45	Knowledge	Discuss the purpose and benefits of training. Identify learning theories and define the different aspects of each.
08:45 – 09:00	DVD-Visual	View Principles of Adult Learning DVD
09:00 – 09:45	Knowledge	Explore the wide range of personality types and consider factors that contribute to personal learning styles. Examine different learning preferences in the participants and conduct class discussion.
09:45 – 10:00	<b>BREAK</b>	
10:00 – 10:15	Knowledge	Determine the importance of training objectives.
10:15 – 10:45	Knowledge	Analyze different instruction methods and how to combine techniques too ensure effective training. Discuss different techniques.
10:45 – 11:15	Knowledge	Identify the basic information in a training needs assessment
11:15 – 11:45	Practical	Group work exercise – Training Needs Assessment Conduct class discussion of group work answers
11:45 – 12:00	Knowledge	Compare types of training evaluations
12:00 – 12:30	<b>LUNCH</b>	
12:30 – 12:45	Visual	View Planning & Designing DVD
12:45 – 13:00	Knowledge	Review the basics of program design and development and format of a lesson plans. View lesson plan sample.
13:00 – 13:30	Practical-knowledge verification	Individual exercise – Development of a lesson plan
13:30 – 14:00	Knowledge	Describe the advantages of utilizing visual aids and discuss the potential for overuse. Recognize the importance of good presentation skills as a trainer and some of the tips to achieving confidence for public speaking.
14:00 – 14:15	<b>BREAK</b>	
14:15 – 15:15		Demonstrate the significance of organizing and preparing for training in every aspect. Explain the key point to managing the classroom. Discuss the main aspects of motivating learners.
15:15 – 15:45	Knowledge verification	Distribute quiz, discuss answers.
15:50 - 16:00	Course Evaluation	Distribute and collect course evaluations