

# Training Skills

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## Group Facilitation Skills

For in-house trainers and supervisors who are responsible for group training events including orientations, safety protocols and technical skills, this workshop series will also support employers who wish to continue to deliver the *Promoting Productivity Program* to their employees as part of ongoing training. These workshops are specifically designed to familiarize staff and supervisors with adult learning principles and promising practices.

At the end of the training, participants will be able to

- ✓ Demonstrate an understanding of the motivations of adult learners and design content and activities accordingly
- ✓ Differentiate content to capitalize on multiple intelligences, learning styles and personality strengths
- ✓ Incorporate a variety of learning methodologies and techniques for improved participation and retention of content
- ✓ Manage group dynamics in training events by developing group norms and promoting cohesiveness.
- ✓ Assess learning by asking the right questions to identify learning gaps and verify information capture
- ✓ Design and implement practical assessment instruments for diverse topics.

### Topics

- Multiple Intelligences and Differentiation
- Personality and Facilitation
- Adult Learning Principles
- You, The Facilitator
- Having a Plan:
  - Planning for Content
  - Group Dynamics and Facilitation
  - Planning for Assessment

## Train the Trainer

Peer to peer training – formal and informal– is the most common form of on-the-job training. Most employees have little background in training theory or practice in the most effective ways and means to ensure accurate knowledge transfer. This series includes the basic topics of the Group Facilitation series, with additional focus on the informal and one-to-one aspects of peer training. At the end of the training, participants will be able to

- Understand the motivations of adult learners
- Demonstrate the qualities of an effective coach
- Plan and differentiate an effective informal training session including time and content to be covered
- Ask open-ended questions that identify learning gaps
- Practice active listening
- Assess learning and apply the coaching required for improvement



### Topics

- Multiple Intelligences and Differentiation
- Personality Styles
- Communication Styles
- Adult Learning Principles
- Personality and Facilitation
- A Coaching Model for Peer Training:
  - Qualities of a good coach
  - Planning and organizing training
  - How do you know they've learned anything?