



**Train the Trainer
Workshop for Instructors
of the Regulatory
Procedures and
Paperwork Workshop**

Training Design

14 June 2001

Intended Audience

This workshop is intended to serve the needs of professionals in the Regulatory Department who are expected to teach the *Regulatory Procedures and Paperwork (RP&P)* workshop.

Objectives

In order to take subject experts and give them training skills, this workshop will cause the participants to be able to:

1. Differentiate training from presenting.
2. Describe characteristics of good training.
3. State the responsibilities of a trainer.
4. List and describe skills of a good trainer.
5. Demonstrate good trainer skills.

Major Design Parameters

The table below lists the major design parameters.

Design Parameter	Description
Delivery Method	Instructor-led
Activities	A combination of lecture, discussion, demonstration, and exercises.
Length	6 hours
Learning Environment	The learning environment is expected to be: <ul style="list-style-type: none">■ Standard classroom with light controls■ Presentation area (computer projector, screen, and lectern)■ Participants seated at tables (any shape) accommodating 3 to 4 people at each table for small group exercises.
Equipment	No special equipment
Leader Materials	The session leader will have: <ul style="list-style-type: none">■ Instructor notes■ PowerPoint slides
Participant Materials	Each participant is expected to have: <ul style="list-style-type: none">■ Copies of PowerPoint slides■ Handouts■ Copy of own section of JTTL course instructor notes■ Copy of own section of JTTL course PowerPoint slides

The design details are contained on the following pages.

Train the Trainer Workshop for Instructors of the Regulatory Procedures and Paperwork Workshop
Training Design

Design Details						
Min	Start	Segment Title	Obj	Method	Description of Activity	Evaluation
30	X	Pre-Workshop Assignment				
30	X	Pre-Workshop Assignment	all	Homework	Trainees prepare to teach their own section of the RP&P workshop so that each can deliver any portion of it in the TTT workshop.	Delivery during the workshop
10	8:00	Introduction and motivation				
1	8:00	Welcome	DNA	Lecture	Trainees hear welcome speech and introduction of leader.	DNA
5	8:01	Introductions	DNA	Participation	Trainees introduce themselves and state what they expect to get from this workshop.	DNA
1	8:06	Why this Course is Needed	DNA	Participation	Trainees state why this workshop is needed.	DNA
3	8:07	Course overview	DNA	Lecture	Trainees hear about course content, objectives, length, exercises, protocol, etc., including reaction to their expectations.	DNA
45	8:10	Training Basics				
5	8:10	Training vs. Presenting	1	Large group	Trainees compare and contrast training and presenting.	Observation
14	8:15	Basic Training Principles	2	Lecture	Trainees hear a lecture describing basic principles of good training.	Next exercise
10	8:29	Standard Design of Training	2	Lecture	Trainees hear a lecture describing the sequence of learning events: Prime, Prompt, Perform.	Next exercise
15	8:39	Training Analysis Exercise	2	Small group	Trainees analyze the Regulatory Section of the JTTL course and prepare lists of good and not-so-good characteristics.	Evaluate Obj 2
1	8:54	Homework 1	2	Lecture	Trainees are charged with making as many improvements as possible prior to the next delivery of the Regulatory Section of the JTTL course.	Real world reception to the Regulatory lesson of JTTL
141	8:55	Skills of a Good Trainer				
15	8:55	Good Trainer Characteristics Exercise	3, 4	Small group	One group of trainees lists characteristics of good presenters they have encountered; the other group lists the characteristics of good trainers they have encountered. They compare and contrast the lists.	By practice of teaching
5	9:10	Responsibilities of the Trainer	3	Lecture / discussion	Trainees listed to a presentation about the responsibilities of the trainer. Trainees agree or disagree with the lecture.	Next exercise

Train the Trainer Workshop for Instructors of the Regulatory Procedures and Paperwork Workshop
Training Design

		Trainer Responsibility Contract Exercise	3	Individual exercise	Trainees write a contract they are willing to sign listing their responsibilities as trainers. Trainees share their contracts with the leader.	Evaluate Obj 3
10	9:15	Trainer Responsibility Contract Exercise	3	Individual exercise	Trainees write a contract they are willing to sign listing their responsibilities as trainers. Trainees share their contracts with the leader.	
15	9:25	BREAK				
1	9:40	Skills of a Good Trainer, Introduction	4	Lecture	Trainees hear the categories of good trainer skills.	By practice teaching
10	9:50	Skills of a Good Trainer, Pt 1: Preparing the Classroom	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of preparing the classroom , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:00	Skills of a Good Trainer, Pt 2: Energizing Participants	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of energizing participants , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:10	Skills of a Good Trainer, Pt 3: Managing Time	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of managing time , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:20	Skills of a Good Trainer, Pt 4: Presenting Information	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of presenting information , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:30	Skills of a Good Trainer, Pt 5: Using Media Well	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of using media well , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:40	Skills of a Good Trainer, Pt 6: Eliciting Participation	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of eliciting participation , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	10:50	Skills of a Good Trainer, Pt 7: Holding Discussions	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of holding discussions , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching

Train the Trainer Workshop for Instructors of the Regulatory Procedures and Paperwork Workshop
Training Design

10	11:00	Skills of a Good Trainer, Pt 8: Handling Conflicts and Tangential Topics	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of handling conflicts and tangential topics , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice
10	11:10	Skills of a Good Trainer, Pt 9: Checking on Learning	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of checking on learning , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	11:20	Skills of a Good Trainer, Pt 10: Managing Exercises and Activities	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of managing exercises and activities , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
10	11:30	Skills of a Good Trainer, Pt 11: Bringing Closure	4	HO / Lecture / demonstration / discussion	Trainees receive a handout listing the skills of bringing closure , then see/listen to explanations of some of the skills, especially ones that raise a question from the trainees, trainees add skills to the list that were generated during the discussion.	By practice teaching
137	11:40	Practice Teaching				
2	11:40	Preparation for Practice Teaching	5	Assignment	Trainees receive instructions for practice teaching assignments.	DNA
63	11:42	LUNCH				
15	12:45	Preparation for Practice Teaching	5		Trainees make additions and changes to their prepared lessons to incorporate what they have learned today and to meet the requirements of the practice teaching assignment.	
20	1:00	Practice Teaching, Person 1	5	Individual exercise	Trainee number 1 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 1 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5
20	1:20	Practice Teaching, Person 2	5	Individual exercise	Trainee number 2 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 2 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5

Train the Trainer Workshop for Instructors of the Regulatory Procedures and Paperwork Workshop
Training Design

20	1:40	Practice Teaching, Person 3	5	Individual exercise	Trainee number 3 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 3 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5
20	2:00	Practice Teaching, Person 4	5	Individual exercise	Trainee number 4 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 4 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5
20	2:20	Practice Teaching, Person 5	5	Individual exercise	Trainee number 5 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 5 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5
20	2:40	Practice Teaching, Person 6	5	Individual exercise	Trainee number 6 delivers his/her portion of the RP&P workshop. Other trainees and leader fill out feedback form. Trainee number 6 evaluates his/her own performance. Then other trainees provide feedback. Finally, the leader provides feedback.	Evaluate obj 4 and 5
14	3:00	Wrapup				
12	3:00	Summary and Conclusions	all	Feedback	Trainees summarize what they learned, especially relating to the objectives.	DNA
2	3:12	Closing Remarks	all	Lecture	Trainees listen to final remarks of leader.	DNA