

## People can't learn if they're not listening.

*Are your training development and delivery skills up to snuff? Are your presentations as engaging as they can be? Is your audience learning while also having fun?*

*Getting an audience's attention is one thing. "Wow-ing" them is another. It takes thorough research. Planning. Preparation. And a powerful and impressive delivery.*

*Attend TEC's Train-the-Trainer™ workshops. You'll learn how to engage, educate and entertain people who really need to hear and understand what you have to say.*



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**TEC, Inc.**

**Presents:**

## *Train-the-Trainer™*

*How to create, plan and deliver the best training experiences possible*

*A customized program to enhance excellence and efficiencies in your organization*



*Providing the right solutions to meet your training needs*

# Make a big impression on *your* audience!



Do your associates dread attending training sessions you develop to improve their skills and performance? Or do they rave about your presentations and fill your evaluations with positive comments?

You may have only one chance to communicate important information to your audiences.

Be ready for it! Improve your ability to create and deliver impactful and memorable training experiences by attending TEC's Train-the-Trainer workshops.



## Two courses cover the territory.

Our fun, focused and informative workshops are based on the principles of active learning which intensely involve people in the learning process.

Because adults learn best if they are engaged, TEC workshops use methods designed to increase participation, enliven learning, deepen retention, and encourage application.

To further enrich training development and delivery skills, we also can work one-to-one with a client's trainers to address individual needs.

### Train-the-Trainer Part 1: Course Development™

Interactive and applied exercises help participants learn the fine art of designing training sessions. This one-day course addresses:

- Clear and potent communication and writing techniques
- Adult learning principles
- How to organize training information for maximum impact
- A variety of training components: learning objectives, procedure documentation, practice exercises, job assistance tools, communication tools, trainer's guides and checklists
- How to work productively with an audience

Part 1 can be extended a half-day to include an introduction to TEC's exclusive Training Program Development Guide™ and Training Program Component Templates™.

### Train-the-Trainer Part 2: Training Delivery Skills and Techniques™

The many powerful presentation tools used in this two-day workshop are an eye-opener for novice trainers. Experienced trainers find this course a powerful refresher on important basics often forgotten or neglected.

Participants learn:

- How to create a positive learning environment

- How to encourage group participation
- Ways to give clear and concise instructions
- How to handle challenging behavior
- Effective presentation skills
- How to give and receive feedback
- Ways to apply and improve their new skills via a full-day evaluation, personal coaching session and videotape of their performance

## Train-the-Trainer™ is tailored to you.

Whether you select one course or two, TEC's consultants can customize each one to fit any client's needs.

Training development and delivery are learned skills that need to be practiced to become truly effective. Be the best training professional you can be! Your organization—and your audiences—will thank you.

For more information, contact:

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