



*Welcome*

to the

State of Connecticut

Train-the-Trainer Certificate Program

September, 2015- May, 2016

Cohort 6



# Train the Trainer



## Welcome and Introductions

- ❖ Maureen Evelyn, CTDN Chair
- ❖ Sue Baillargeon & Deana Giordano, Co-Chairs TtT



# Train the Trainer

## Module 1-Program Introduction & Overview

Your Facilitators for today:

**Mary McCarthy**

Technology Transfer Center – UCONN

&

**Donna Shea**

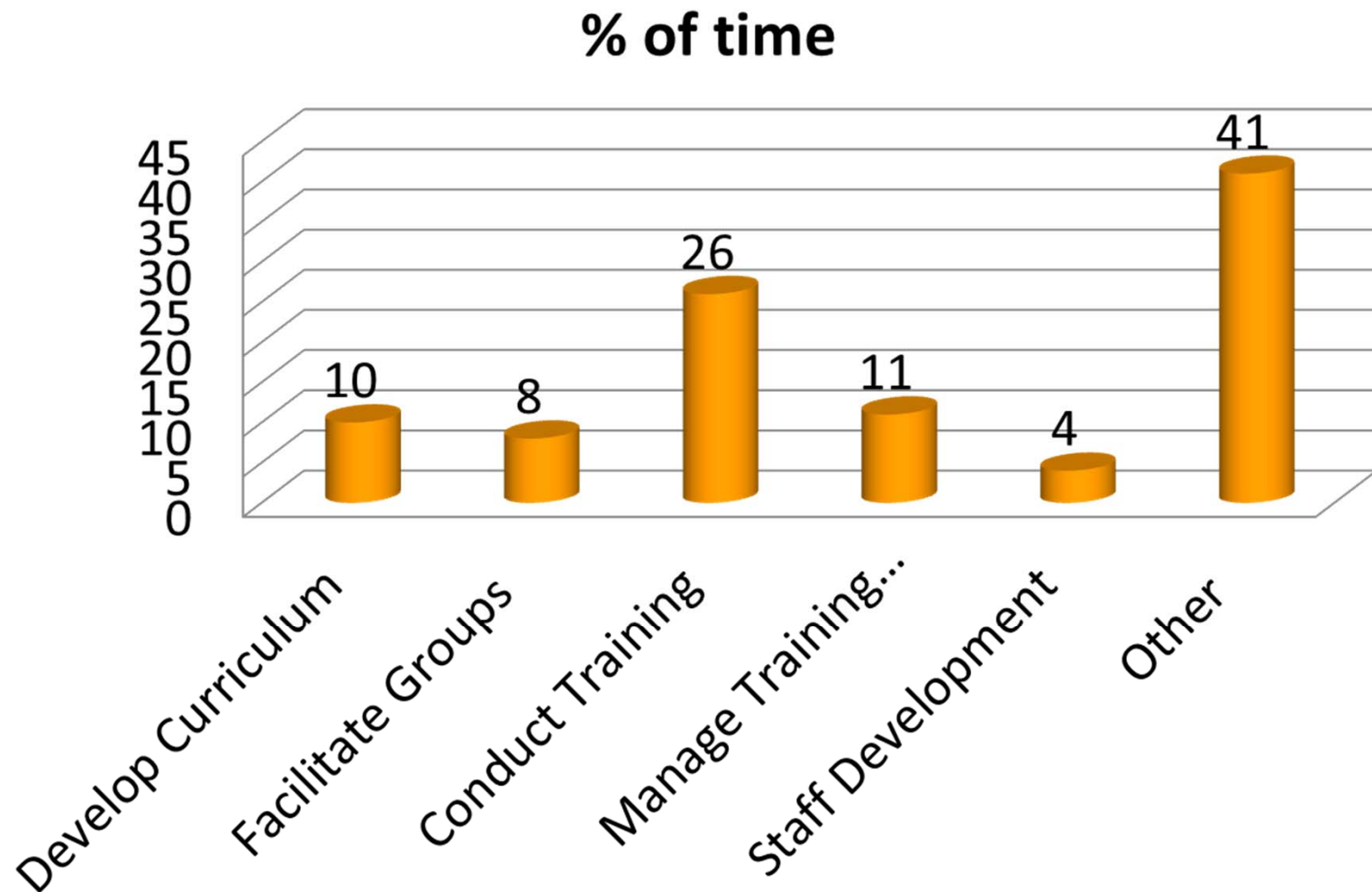
Technology Transfer Center - UCONN

# Getting to Know You

- Icebreaker
- Introductions
  - Name
  - Agency
  - Project Title



# Cohort Six



# Learning Objectives



- Discuss the structure of the CTDN Train-the-Trainer Certificate Program
- Describe our expectations for cohort members
- Discuss your expectations of the program
- Describe the expectations of your Supervisor

# Learning Objectives



- Describe the Foundational Competencies identified in the ATD Model
- Describe the Areas of Expertise covered in the TtT program
- Provide Opportunity for Self-Assessment
- Create an individual development plan with at least two SMART goals using your TtT self-assessment

# Overview of Program

- ❖ Certificate Program
- ❖ Expectations
- ❖ Attendance
- ❖ Housekeeping







### TtT Certificate Program Schedule and Instructor Teams

Module	Instructor Team	Location
<b>Module 1: Introduction to TtT and Program Overview (1-day)</b> September 16, 2015	Mary McCarthy Donna Shea	DOC Cheshire
<b>Module 2: MBTI &amp; Adult Learning (2 -days)</b> Day 1 – September 23, 2015 (a.m.) Myers Briggs Type Indicator (MBTI) Assessment (p.m.) Personal Training Philosophy  Day 2 – September 24, 2015 Adult Learning Principles	Deana Giordano, Zarin Kapur Susan Baillargeon, Lynn Laperle  Maureen Evelyn, Alexis Crean Claudia Jalowka, Paula Piccirillo	DOC Cheshire
<b>Module 3: Needs Assessment (2-days)</b> October 7 and 14, 2015	Sue Baillargeon Keith Hill, Jay Weingart Claudia Jalowka	DOC Cheshire
<b>Module 4: Curriculum Design &amp; Methods of Instruction (2-days)</b> November 4 and 18, 2015	Sue Baillargeon Mike Nicholson, Keith Hill Jay Weingart, Claudia Jalowka	DOC Cheshire
<b>PowerPoint Class (Optional)</b> 1 <sup>st</sup> or 2 <sup>nd</sup> week of December (TBA by Judicial)	Judicial (Ron Yakimishan)	Judicial East Hartford
<b>Module 5: Evaluation (1-day)</b> January 20, 2016 (snow date January 27 <sup>th</sup> )	Bob McGarry, Zarin Kapur Nancy Nicolescu	Judicial New Britain
<b>Module 6: Presentation Skills (1-day)</b> February 24, 2016 (snow date February 26 <sup>th</sup> )	Al Hyla, Zarin Kapur Paula Piccirillo, Nancy Nicolescu	Judicial New Britain
<b>Module 7: Facilitation Skills (1-day)</b> March 16, 2016 (snow date March 18 <sup>th</sup> )	Alan Hyla Alexis Crean Lourdes Ardel	Judicial New Britain
<b>Project Presentation Practice</b> March 30, 2016	Deana Giordano Susan Baillargeon	Judicial New Britain
<b>Project Presentation Days (3-days)</b> April 13, 14, and 20, 2016	TtT Instructor Volunteers	Judicial New Britain
<b>Module 8: Wrap Up and Graduation (1/2-day)</b> May 5, 2016	Mary McCarthy Donna Shea	Judicial New Britain

Rev. 4/10/15

# Overview

Attendance



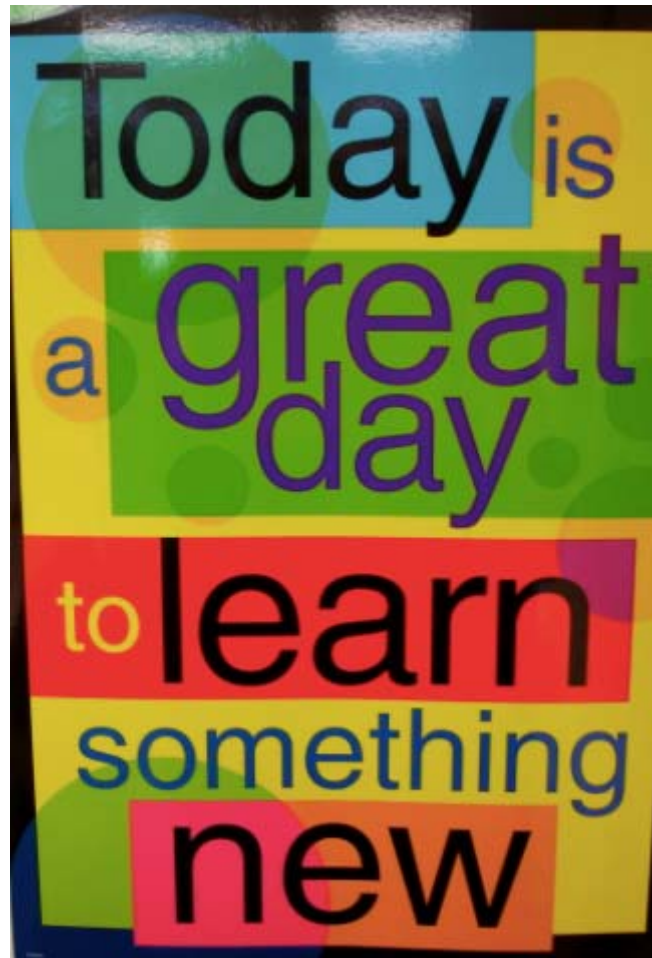
every day counts

ATTEND TODAY -  
ACHIEVE TOMORROW!

Housekeeping



# What are your Expectations?



# Benefits of Train-the-Trainer

- Why take this program?
- What's in it for your agency?
- Application to public sector



# Benefits of Train-the-Trainer

Small Groups Improve Knowledge Transfer over Independent Study

Great opportunity to be a part of this learning community



# Ground Rules

How do you want the group to operate today and throughout the CTDN Train-the-Trainer Program?

- Environmental
- Behavioral



# Competency Introduction Exercise

- How do you define “competency?”
- What competencies does a training/learning professional need to possess for success?





# Definitions

- Competence:

Ability to do something successfully or efficiently

- Competency:

An ability or skill

What competencies does a training/learning professional need to possess for success?



# Basic Competencies

- Knowledge, skills, abilities, behaviors, and personal characteristics needed for successful performance
- Some level of expertise is needed for job success
  - Interpersonal Skills
  - Business Skills
  - Personal Skills



# Interpersonal Skills

- Building Trust
- Communicating Effectively
- Influencing Stakeholders
- Leveraging Diversity
- Networking and Partnering

# Business Skills

- Analyzing Needs and Proposing Solutions
- Applying Business Thinking
- Driving Results
- Planning and Implementing Assignments
- Thinking Strategically



# Personal Skills

- Flexibility (adaptability)
- Personal Development

# Areas of Expertise Overview

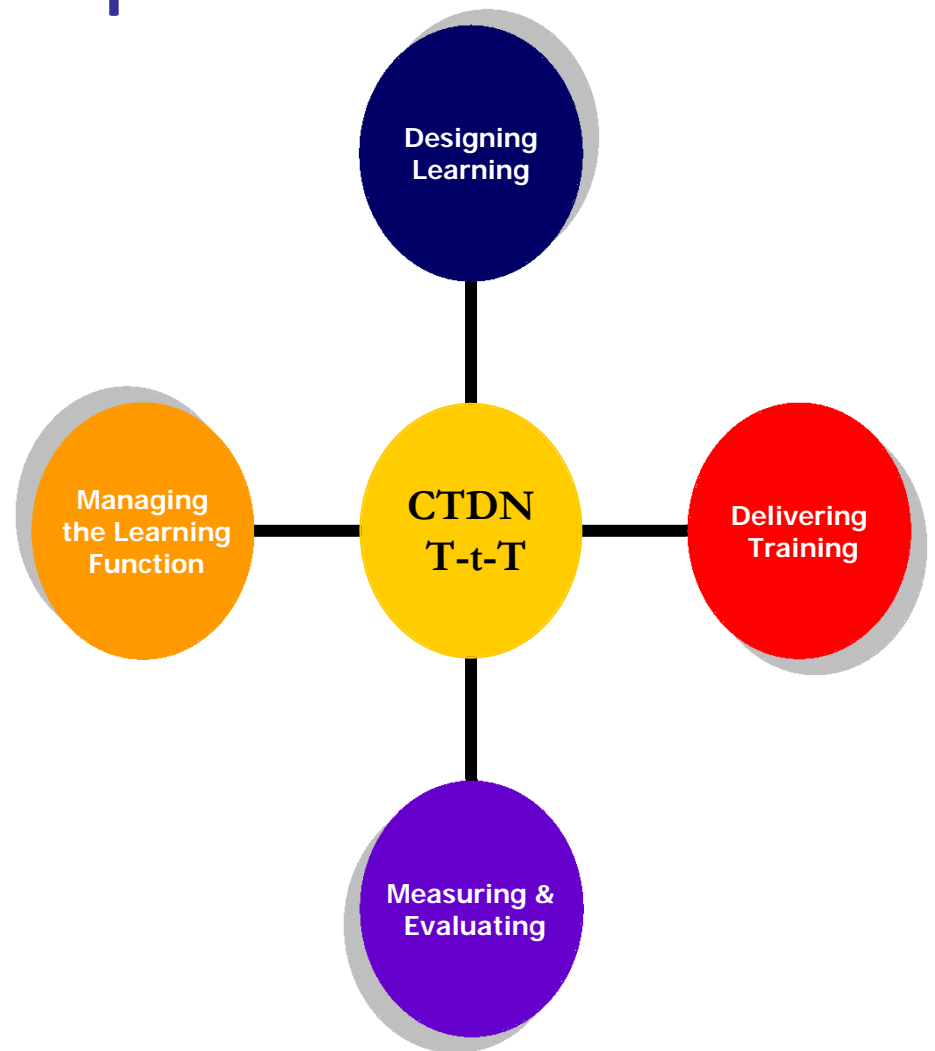
- Specific technical/professional skills and knowledge
- Most learning professionals – expertise in more than one areas of expertise (vs. specialist)

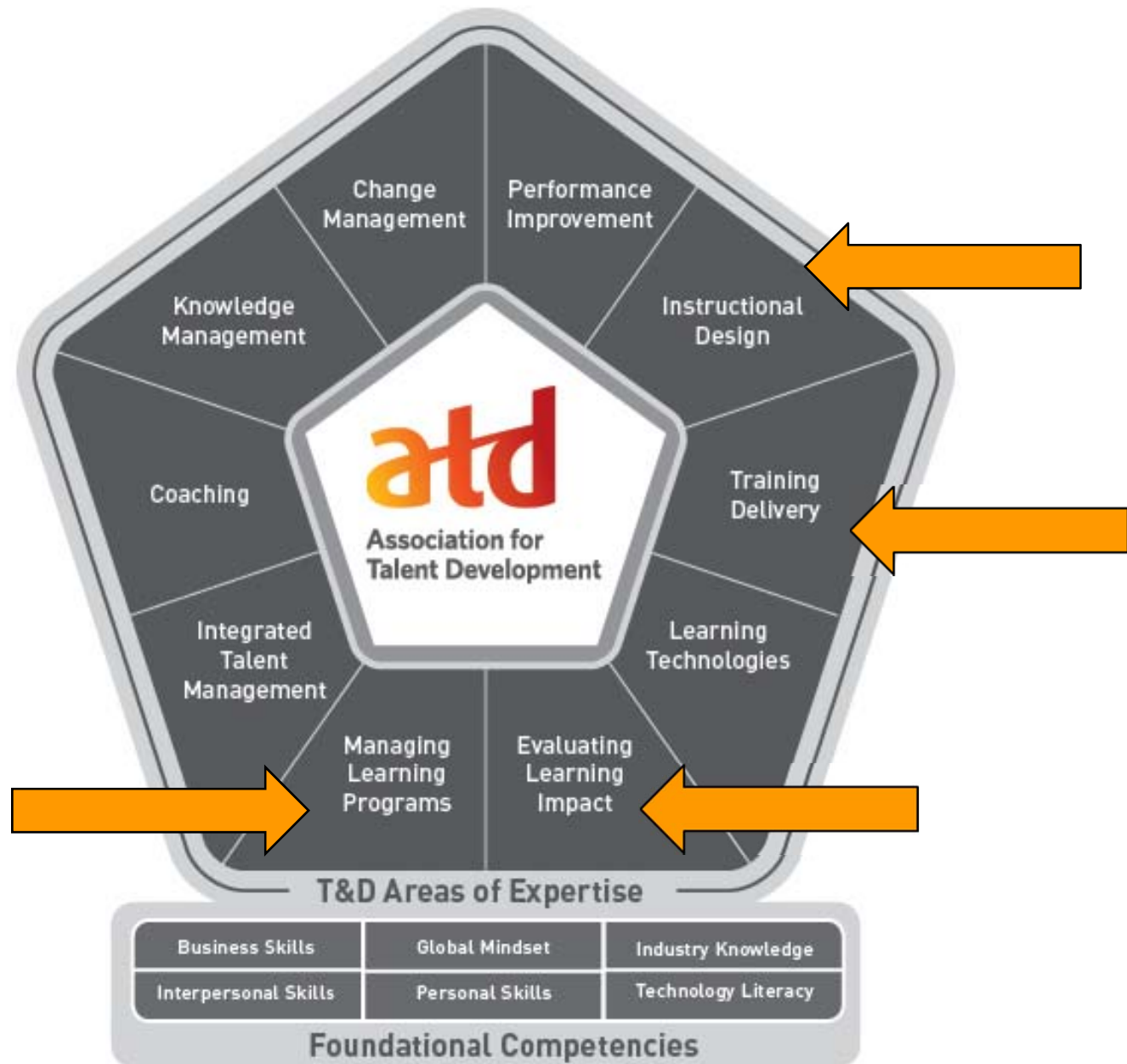


# Areas of Expertise

## CTDN Train-the-Trainer Focus Areas

- Designing Learning
- Delivering Training
- Measuring and Evaluating
- Managing the Learning Function







# Let's Test Your Skills.....

A little friendly competition



# Reflection



# Self Assessment

# Let's see where you are

## Candid Conversations







# Trends Affecting Training

1. We're On-line!

1. WBT and LMS - Only an Alphabet Away

2. Our Changing Face

# 1. We are OnLine!

- On-line learning
- Blended learning
  - Face to face and online
- YouTube
- Facebook
- Blogging
- Tweeting
- Wikipedia-Google-Credibility
- Multi-media usage



## 2. WBT and LMS

### Web Based Training

- Many Benefits and Pitfalls
- Knowing its place and monitoring will be key

### Learning Management Systems

- Can be key to make WBT work as well as other training mediums

# 3. Our Changing Work World

- Telecommuting or part-time workers (Monitoring issues, Productivity issues, Burn-out – quality of life)
- New workforce (Workplace diversity, new values, lifestyles, motivation, highly-skilled workers, temporary workers, aging workforce)
- Compliance







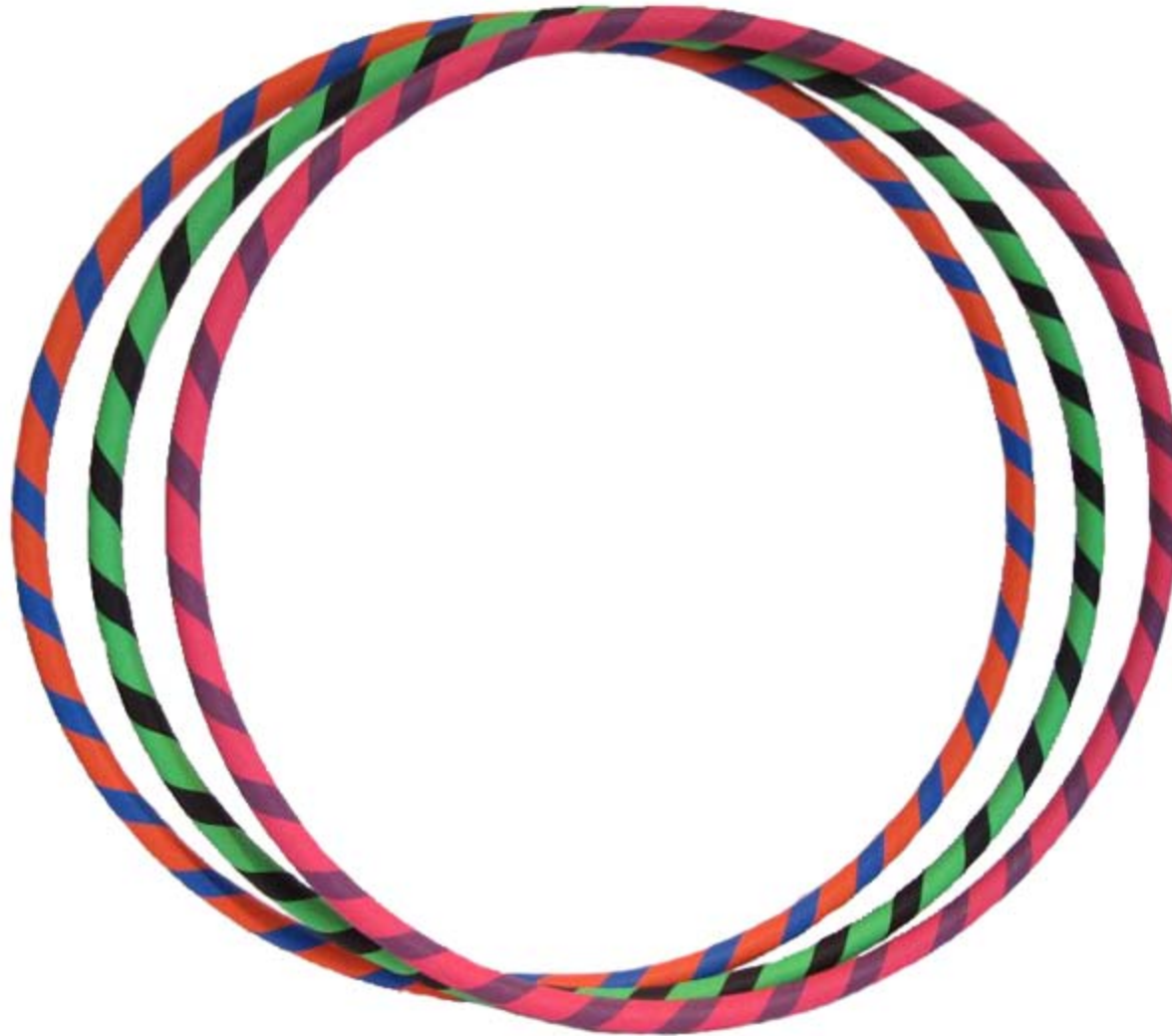
# Learning and Performance Improvement Functions

- Designing Learning
- Delivering Training
- Coaching
- **Career Planning and Talent Management**



# Learning and Performance Strategic Functions

- Facilitating Organizational Change**
- Improving Human Performance**
- Managing Organizational Knowledge**
- Managing the Learning Function
- Measuring and Evaluating



# What Can You Do?

## Individual Development Plan



# Final Program Project

- Sample Project Topics
- Project Guidelines-Handout
- Mentoring =Your Supervisor, TtT Facilitator



Name: \_\_\_\_\_



## Independent Project Assignments

<i>Completed?</i>	<i>Project Assignment</i>	<i>Project Step</i>	<i>Module</i>	<i>Target Date</i>
<input type="checkbox"/>	1. Identify a potential training need at your agency; finalize Independent Project topic.	Step 1		Sept. 24, 2015
<input type="checkbox"/>	2. Analyze the need using existing data or other appropriate methods.	Step 2		Oct. 14, 2015
<input type="checkbox"/>	3. Brainstorm a list of possible training solutions.	Step 3		Oct. 14, 2015
<input type="checkbox"/>	4. Record any possible non-training solutions.	Step 3 & Step 4		Oct. 14, 2015
<input type="checkbox"/>	5. Describe the target population of the training.	Step 5		Oct. 14, 2015
<input type="checkbox"/>	6. Identify skills hierarchy and pre-requisites.	Step 5		Nov. 4, 2015
<input type="checkbox"/>	7.. Design/Develop Instruction – Identify Skills Hierarchies and Pre-requisites	Step 6a		Nov. 4, 2015
<input type="checkbox"/>	8. Begin research to develop course content.	Step 6b		Nov. 18, 2015
<input type="checkbox"/>	9. Prepare a draft list of course topics/content.	Step 6c		Nov. 18, 2015
<input type="checkbox"/>	10. Develop learning objectives	Step 6d		Nov. 18, 2015
<input type="checkbox"/>	<b>SUBMIT – Training Project Template up to this point, Steps 1 - 6d for review</b>	<b>No later than January 8, 2016</b>		



Name: \_\_\_\_\_

## Independent Project Assignments

<i>Completed?</i>	<i>Project Assignment</i>	<i>Project Step</i>	<i>Module</i>	<i>Final Due Date</i>
<input type="checkbox"/>	11. Design a (minimum) two hour training program to address the need. (Step 6e):	Step 6e		Feb. 24, 2016
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Complete research and development of course content, incorporating adult learning principles</li> <li>Align course content to needs analysis and course objectives.</li> <li>Determine instructional strategies and prepare a course outline (using template).</li> <li>SME's and customers review course design.</li> </ul>	Step 6b		Feb. 24, 2016
<input type="checkbox"/>		Step 6e		
<input type="checkbox"/>		Step 6e		
<input type="checkbox"/>		Step 6f		
<input type="checkbox"/>	12. Develop training materials, including an instructor guide, participants' handouts, and a PowerPoint presentation, if it is appropriate for the two-hour training program.	Step 6g		March 16, 2016
<input type="checkbox"/>	13. Draft an evaluation method that includes a Level 1 Reaction Sheet and a Level 2 pre-and-post test.	Step 6h		March 16, 2016
<input type="checkbox"/>	14. Present, in class, a 30-minute module from the training you have developed; and include at least one training aid and two instructional methods as well as an opener and a closer.	Step 6i & Step 7		April 13, 14, and 20, 2016
<input type="checkbox"/>	15. Prepare a plan for improving your training, based on feedback you receive in class.	Step 8 & For Graduation Ceremony		April 27, 2016
<input type="checkbox"/>	16. <b>SUBMIT final version of your training project and completed Training Project Template.</b>			<b>April 29, 2016</b>



# Accessing the CTDN website

ctdn CONNECTICUT TRAINING & DEVELOPMENT NETWORK

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Regulations of CT State Agencies

access health CT

VETERANS ct.gov

Connecticut Recovers

Welcome!

The Connecticut Training & Development Network is dedicated to being a resource for government professionals who work in and manage the staff and organizational development for Connecticut state agencies. We invite you use this site as a resource to enhance your professional development.

**A Brand New Year**

CTDN is proud to announce our new chairperson, **Maureen Evelyn**, from the Department of Developmental Services. Maureen will lead the network for the next two years starting July, 2013. At the annual planning meeting, held on June 21, at Fort Trumbull, Maureen shared her vision for CTDN which includes, enhancing network membership and meeting attendance and ensuring a meaningful experience for all members while enjoying professional comradery.

**Meeting Schedule**

The network has an exciting lineup for the upcoming 2013-2014 year! [Learn More](#)

# What We've Learned

## Recap of Our Day

- Basic Competencies & Specialty Areas
- Roles
- Trends
- TtT Program Overview



One Thing ...



# Thank You

*Thank you for attending Module One  
and sharing your thoughts, ideas and  
insights with us today.*

*We were all teachers and learners.*



# Food for Thought



And  
Lend a Hand.....

