



UNITED STATES DEPARTMENT OF LABOR

Employment & Training Administration - Region 2

Train-the-Trainer Session...

Taking It Home



Objectives

- Exchange of ideas on adult learning issues and principles
- Improve abilities to train, educate, develop and motivate others
- Apply principles in practical, life-relevant situations
- Sharpen presentation skills and coaching techniques



Agenda

- Tailoring these sessions
- Keys to adult learning
- Adult learning expectations
- Warm-ups
- Learning activities
- Customization and coaching
- Resources



Tailoring These Sessions

- Different state and local expectations
- Meet the case managers where they are
- Use tools and resources that are relevant
- Processes and tools for modifying these materials



Keys to Adult Learning

- Adults have less time available for learning due to their many responsibilities
- Pressures of day-to-day tasks limit attention span
- Adults do not view the coach as an authority figure
- Willingness to learn is not related to one's ability to learn
- Adults work in repetitive, non-learning situations
- Do things for their own reasons



Adult Learning Expectations

- **Needs** – what do case managers need from this training
- **Wants** – what do case managers want from this training
- **Fears** – what do case managers think might disturb their tranquility
- **Threats** – how can what is taught help control what threatens them



The Warm-Ups

- Ice Breakers
- Buzz Groups
- Full Debate
- Brainstorming



Learning Activities

- Case Study
- Role Play
- Demonstration



Components of the Learning Module

- Must be written down
- Meet the expectations of the group
- Be achievable with reasonable effort
- Be measurable in terms of behavior change



Customization Process

- Set a learning objective
- Gather resource materials
- Outline the experience, then expand on the outline into a course
- Enhance the finished product, making it easy to learn and fun to experience
- Summarize and review your work
- Design or select appropriate resources and use them effectively



Coach

- Motivation
- Theory
- Communication
- Body Language
- Questioning and Listening
- Humor
- Focus



Resources

- People
- Video
- Audio
- Written
- Experience
- Personal
- Special



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