

## Train the Trainer: Course Outline and Logistics

- I. Introduction
  - a. Characteristics of great and teachers and trainers
  - b. Principles of adult learning
- II. Training Adults: Applied Interpersonal Communication Skills
  - a. Communication process
  - b. Auditory, visual, kinesthetic
  - c. Active listening
  - d. Giving and receiving effective feedback
  - e. Building trust and rapport
- III. One-on-One and Small Groups Training
  - a. Coaching skills: whole-part-whole
  - b. Motivation and performance excellence
  - c. Performance flowchart
  - d. Dealing effectively with difficult participants
  - e. Tips to ensure effective one-on-one instruction.
- IV. Practical Application: Progressive Demonstration
  - a. Behavior Modification Tools
  - b. Construct a specific training plan.
  - c. Develop an Action Plan to extend the learning experience.
  - d. Additional resources

Duration: One full day or two half-days

- Full day option: 9:00a – 3:30p
- 2 X Half-day option: 1:00-4:00p

Minimum 6; Maximum 16

Instructor: Douglas Semenick  
Semenick and Associates, Inc.

Course Fee and Materials: All-inclusive

- \$300: Includes Workbook, Behavior Modification Tools, Action Plan, and Certificate of Achievement