

## Executive Summary

**Course Title:** The Nuts and Bolts of Managing the Learning Environment: A refresher for experienced trainers

### **Outline of Training:**

This half day course is designed to address the needs and challenges of experienced trainers. The training will consist of a review of adult learning, to include adult learning styles, and the development of group dynamics. A review of the competencies of the effective facilitator will be addressed as well as how and when to adapt one's instructional style within the learning environment. Furthermore, strategies to facilitate learning while managing disruptive behaviors will be featured along with some tips and tricks for the technical trainer. These topics will be delivered within the framework of diverse training methods, in order to meet the needs of the different adult learning styles within the training. The training delivery will include lecture, large and small group discussions and activities, and a role play to assist in the transfer of learning.

**Target Audience:** The target audience for this training is the experienced or advanced trainer, specifically those trainers working within the child welfare system and/or within the area of staff development. However, other types of trainers may benefit from this training for trainers as well.

### **Outcome Objectives for Participants:**

As a result of this training, the trainee will be able to:

- Identify the development of group dynamics and explain how this can influence the learning climate
- List at least four competencies of a skilled facilitator
- Recognize and describe how to adapt one's instructional style to the learning environment
- Recite at least three types of challenging behaviors often seen in the training setting and describe how to incorporate identified strategies to manage such behaviors
- List at least three tips or techniques a technical trainer can use to engage and maintain their audience
- Demonstrate the use of discussed strategies and tips to manage the learning environment via the use of a role play

### **Ways that Supervisors can support the Transfer of Learning from the classroom to the job...**

#### **BEFORE the training**

Supervisors can assist the trainees by prompting them to list the top three most challenging behaviors or situations they have experienced as trainer and encourage them to share that list during the training. Supervisors can also suggest that during the training, the trainee identify at least one strategy for those identified challenging behaviors that they will share with the supervisor post-training.

**AFTER the training**

Supervisors can assist with the transfer of learning by meeting with the trainee to discuss the strategies and tips learned from this training. Supervisors can encourage the trainee to develop an action plan to incorporate at least two of those strategies or tips at his or her next training.