

TRAINING AND FACILITATION EXCELLENCE



The *Training and Facilitation Excellence Program* is designed to assist organizations in developing the competencies of in-house facilitators or for individuals who wish to develop the skills to be a professional facilitator. This program will create the confidence and professional skills to successfully lead a class of adult learners.

“Usually clients will say ‘thank you’ after each workshop. Since the OTEC training, this is the first time that clients came up to me to shake my hand and tell me how much they enjoyed the session. It felt great.”

ACCES Employment Consultant

WHO SHOULD ATTEND

- Trainers
- Program facilitation professionals
- Managers/Supervisors

SESSION DETAILS

- 2-day workshop
- Between 10-20 participants
- Interactive format
- Take-away resource guide and trainer resources

BENEFITS TO BUSINESS/ INDIVIDUAL

- Provides participants with the specific tools and techniques required to effectively deliver programs
- Organizations take advantage of the flexibility and cost effectiveness of using their own in-house trainers to enhance overall performance of their organization
- Develop and improve training and facilitation skills for adults
- Improve employee job performance and organizational results

PROGRAM AT A GLANCE

Designed for individuals and organizations that want to develop and improve training and facilitation skills. Participants gain the skills, tools and confidence to successfully facilitate and train in any environment. Through this 2-day workshop participants will acquire a solid understanding of adult learning basics and discover how to develop a learner-centric environment.

DAY 1

- Discover the different learning styles and recognized adult learning principles and theories
- Examine the experiential learning cycle and how it relates to learning styles
- Explore training styles and strategies
- Acquire training and facilitation tips
- Work through key industry challenges

DAY 2

- Learn how to effectively deliver programs to a variety of audiences
- Uncover techniques to handle difficult participants
- Gain experience delivering a 10-minute mini-practicum module OR use content customized to the workplace in a training simulation
- Acquire feedback/evaluation to perfect skills

For further information about the *Training and Facilitation Excellence Program*, please contact OTEC Client Services; clientservices@otec.org;

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