

OTEC's 2-day Training and Facilitation Excellence Program equips participants with a solid understanding of adult learning fundamentals and teaches them how to develop a learner-centric environment. Designed for organizations wanting to develop the competencies of their in-house workplace trainers or facilitators and/or for individuals who wish to develop the skills to be a professional facilitator, this program provides the skills, tools and confidence to successfully facilitate and train in any environment.

Day 1:

- Discover the different learning styles and recognized adult learning principles and theories
- Examine the experiential learning cycle & how it relates to learning styles
- Explore training styles and strategies
- Acquire training and facilitation tips
- Work through key facilitation 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 practicum module for classroom delivery OR use content customized for an on-the-job workplace in a training simulation

April 3 & 4, 2019 • 9:00 am to 4:30 pm

2-day workshop delivered by an OTEC Master Trainer
Receive a participant guide, e-resource kit and certificate of recognition

Location: OTEC Learning Centre, 21 Four Seasons Place, Suite 300,
Toronto, ON M9B 6J8

(Refreshments and lunch included!)

Workshop price: \$1050.00 + HST

Booking deadline: March 19, 2019

Book by February 12, 2019 and

save \$50.00 per person*

*This offer is not valid in conjunction with any other promotion

REGISTER TODAY. SPACE IS LIMITED!

Call our Client Solutions team at (416) 622.1975 ext. 240
Fax registration form to (416) 622. 7476 or email admin@otec.org



REGISTRATION FORM

Training and Facilitation Excellence
April 3 & 4, 2019 • 9:00 am to 4:30 pm

OTEC Learning Centre • 21 Four Seasons Place, Suite 300, Toronto, ON M9B 6J8

To register, complete the following form and fax to (416) 622-7476 or email admin@otec.org.

Participant Information:

Prefix: ___ Mr. ___ Mrs. ___ Ms. ___ Dr.

Name (First): _____

(Last): _____

Job Title: _____

Organization: _____

Address: _____

City: _____

Prov: _____ Postal Code: _____

Bus. Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Website: _____

Emergency Contact (Name & Phone): _____

Special Dietary or Other Requirements: _____

What are your training intentions afterwards?: _____

Registration Options & Fees

Please specify with a check mark the amount you are agreeing to.

Single Registration \$1050.00 per person
Deadline to Register: March 19

Early Booking Registration \$975.00 per person
Deadline to Register: February 12

Sub-total: \$1050.00

Sub-total: \$975.00

HST (13%): \$136.50

HST (13%): \$126.75

Total Cost: \$1186.50

Total Cost: \$1101.75

Payment Information

Method of Payment: ___ Mastercard ___ Visa

Credit Card Number: _____

Expiry Date: _____

Cardholder Name: _____

Signature: _____

Should it be necessary for you to cancel, full refund(s) less a \$25.00 administrative fee will be issued prior to 30 days of training date. If a cancellation occurs after the 30 days, and prior to 15 days before training date, the registrant will receive a credit towards a future program, plus an administrative fee of \$25.00 will be charged. Full fees will be forfeited if you cancel less than 15 days prior to training date.