

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

**October 2 & 3, 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: September 17, 2019

**Book by August 13, 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](mailto:admin@otec.org)

To register, complete the following form and fax to (416) 622-7476 or email [edixon@otec.org](mailto:edixon@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: September 17

Early Booking Registration \$975.00 per person  
Deadline to Register: August 13

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.*