

# Trainer's Institute



NEBRASKA CHAPTER

**ASTD**

WORKPLACE LEARNING & PERFORMANCE



# Trainer's Institute: ASTD Nebraska

Children's Hospital & Medical Center: Exec Centre

## Welcome Trainer's Institute Participants!

Congratulations on making the decision to further your talent as a workplace learning and performance professional. Our 5-day program consists of 8 modules focusing on adult learning principles, the ADDIE Model, presentation skills, and current trends in our industry.

Each module will be facilitated by experienced and accomplished professionals. Take advantage of their expertise, ask questions, and be willing to receive feedback. This week will be challenging but exciting when you see the potential for your future projects. Lastly, get to know your fellow participants. They will be an additional resource for you, well after the 5 days. ☺

The participant packet includes all of the materials needed throughout the eight modules: agenda, food menu, facilitator bios, and an extra copy of all worksheets and assessments.

An Education Committee member will be present everyday to address any questions or concerns.

Again, congratulations on taking this step to enhance your skill set.

Sincerely,

*April*

April Kassen

Director of Education

ASTD Nebraska

(402) 250-3509

[directoreducation@astdnebraska.org](mailto:directoreducation@astdnebraska.org)

*Leading the way in workplace learning and performance*

[www.astdnebraska.org](http://www.astdnebraska.org)



# Agenda

## Monday

7:30 – 8:00	Registration / Breakfast	Education Committee
8:00 – 8:30	Welcome / Introductions / Orientation	Director of Education
8:30 – 12:30	Adult Learning Principles	Gretchen Finke Patras
12:30 – 1:30	Lunch Program – New Member Orientation	VP of Membership
1:30-2:00	Introduction to ADDIE Model	Angela Athy
2:00-5:00	A-Assessment: Needs Analysis	Pati Carr

## Tuesday

8:00 – 11:30	D-Design: Course Design	Angela Galloway
11:30 – 12:30	Networking Lunch	
12:30 – 5:00	D-Development: Course Development**	Angela Galloway

## Wednesday

8:00 – 12:00	D- Development: Media Options-Introduction to E-Learning	Michael Merritt
12:00 – 1:00	Lunch Program – What is the CPLP?	VP of Certification
1:00 – 5:00	I-Implementation: Essentials for Presentations- Part 1**	Terry Lee

## Thursday

8:00 – 12:00	I-Implementation: Essentials for Presentations – Part 2	Terry Lee
12:00 – 1:00	Networking Lunch	
1:00 – 5:00	E-Evaluation**	Cec Farnsworth

## Friday

8:00 – 12:00	Final Presentations	Education Committee and Board Members
12:00 – 12:30	Final Course Evaluations / Wrap up	
12:30 – 2:30	Graduation Luncheon and Ceremony	

**\*\* includes 60 minutes of work/lab time for final presentation**



# Program Objectives

## 1: Adult Learning Principles

- Identify adult learning theories
- Understand and select appropriate training techniques
- Differentiate between andragogy and pedagogy
- Identify your personal learning and training styles

## 2: Introduction to ADDIE Model

- Define workplace learning and performance
- Differentiate between training and development, organizational development, and workplace learning and performance
- Identify current and future trends of workplace learning and performance
- Explain the ADDIE model

## 3: A: Assessment-Needs Analysis

- Define needs assessment
- Explain the importance of a needs assessment
- Identify types of needs assessments
- Create needs assessment questions
- Identify the elements of a needs assessment
- Identify elements for the needs assessment report

## 4: D: Design: Course Design

- Identify basic principles of course design
- Write learning objectives based on assessment findings and adult learning principles
- Write a course outline

## 5: D: Development: Course Development

- Identify basic principles of course design
- Develop a course presentation based on your learning objectives, outline, and adult learning principles
- Select appropriate delivery methods
- Determine timing of activities

## 6: D: Development Media Options-Introduction to E-Learning

- Define e-learning
- Differentiate between asynchronous and synchronous learning
- Identify current e-learning media and options
- Determine when e-learning and blended learning media are appropriate

## 7: I: Implementation Essentials for Presentations

- Identify techniques for effective presentation implementation
- Prepare for implementation delivery
- Explain benefits of openers and closers
- Select professional visual aids
- Demonstrate the ability to build rapport with the audience
- Identify difficult participants
- Apply strategies to manage difficult participants

## 8: E: Evaluation

- Define and identify strategies for implementing the four levels of evaluation
- Analyze sample evaluation results and make recommendations
- Recognize methods for presenting evaluation findings to key stakeholders
- Design an example of an evaluation form
- Evaluate a pre-recorded presentation
- Demonstrate how to give and receive feedback



# Menu

## Everyday

7:30 – 8:00am      Breakfast

Variety: Muffins, Bagels, Cereal Bars, Fruit...

2:00-3:00pm      Afternoon Snack

Variety: Cookies, Crackers, Fruit Snacks, Nuts...

## Lunch

Monday  
12:30 – 1:30pm      Sandwich, Soup, and Garden Salad

Tuesday  
11:30am – 12:30pm      Chinese: Beef & Broccoli, Sweet & Sour Chicken, Crab Rangoon, and Steamed Rice

Wednesday  
12:00 – 1:00pm      Mexican: Taco Bar

Thursday  
12:00 – 1:00pm      Italian: Hamburger & Pepperoni Pizza, Lasagna, Salad, and Breadsticks

Friday  
12:30-2:30pm      Chicken or Beef Entrée: Rice Pilaf, Tossed Salad, Dinner Roll, and Cake

## Daily Beverages

Available all day      Juice, Soda, and Water



# Table of Contents

Section	Page #
Instructor Bios	7
Section 1: Adult Learning Principles Gretchen Finke Patras	9
Section 2: Introduction to ADDIE Angela Athy	35
Section 3: Assessment-Needs Analysis Pati Carr	40
Section 4: Design-Course Design Angela Galloway	57
Section 5: Development-Course Development Angela Galloway	67
Section 6: Development-Media Option: Introduction to E-Learning Michael Merritt	77
Section 7: Implementation-Essentials for Presentations Terry Lee	90
Section 8: Evaluation Cec Farnsworth	115
Worksheets & Templates	133



# Instructor Bios

## **Adult Learning Principles: Gretchen Finke Patras**

For over 11 years, Gretchen has been President of GFP & Company, Inc., a training and development services and consulting firm. Her areas of specialty are leadership development, customer service, train-the-trainer, meeting facilitation, and change management. Gretchen is certified by several training vendors, including DDI & Achieve Global (where she has attained master trainer status). Gretchen is a local and national member of ASTD, served on the Nebraska Board 1998-2003., and as President in 2002. She has presented at International ASTD conventions, received various awards, and continued as a supportive member of the organization who's given her so much - both professionally and personally. She has a bachelor's degree in behavioral psychology and a master's in business management.



## **Introduction to ADDIE Model: Angela Athy**

Angela holds a Master's degree in English from the University of Nebraska at Omaha. Angela has experience as a technical communicator and an instructional designer. She is currently a Manager of Management Development for Union Pacific Railroad and is responsible for researching and developing content to enhance management and leadership skills across the organization.

Angela has also taught English at the college level for a number of learning institutions, including the University of Nebraska at Omaha, Bowling Green State University, and Wesleyan University.

Angela is an active member of ASTD Nebraska and currently serves as the VP of Membership.



## **A-Assessment-Needs Analysis: Pati Carr**

Pati holds a Bachelor's degree in Management, a Master's degree in Communication, and is currently working toward a second Master's degree in Organizational Performance. She has over eight years of experience in training, curriculum design, and employee development. Pati is currently an Operations Development Coordinator for NEI Global Relocation where she designs and facilitates industry related training, manages NEI's professional enrichment program, and provides individual performance coaching for NEI employees.

Pati is an active member of ASTD Nebraska and currently serves as the Director of Membership. She is passionate about developing others and thrives on helping people reach their potential.



## **D-Design & Development: Angela Galloway**

Angela has over 15 years experience in learning and workplace development. She has enhanced leadership and communication skills in several industries, including technology, government, healthcare and public utility. Angela is currently a Talent & Management Specialist for Omaha Public Power District.

Angela is an active member of ASTD Nebraska and has filled many roles for the chapter. She has been a past Trainer's Institute facilitator, VP of Marketing, President-Elect, President and Past President. Angela currently serves as the board's development coach.





# Instructor Bios

## **D-Design-Introduction to E-Learning: Michael Merritt**

Michael holds a Bachelor's degree in English from the University of Nebraska-Lincoln and a Master's degree in Adult Education with an emphasis in E-Learning from the University of Phoenix. He has 12 years of experience in Education Technologies and has specialized in e-Learning for the last five years. In a previous position with BryanLGH College of Health Sciences, Michael assumed the lead role in designing the classroom technologies for a 75,000 square foot addition to the college. Michael is currently an Instructional Designer for ACI Worldwide.



Michael has served ASTD in multiple roles with both the Lincoln and Nebraska Chapters, including Director of Website, VP of Communications, Big Event Co-Chair, Student SIG Co-Creator, President-Elect, President and Past President. He currently serves as the VP of Operations and President-Elect for the ASTD Nebraska Chapter. Michael is an alumnus of Leadership Lincoln Class X, active in the Lincoln Young Professional Group and the Omaha Young Professionals Council.

## **I-Implementation Essentials for Presentations: Terry Lee**

Terry holds a Bachelor's degree in Journalism from the University of Nebraska at Omaha. He is currently a Sr. Performance Development Consultant for Woodmen of the World where he helps associates reach their potential in their current roles and positions them for success in future roles within the organization.



Terry is also a contract speaker for *Making It Count*, a division of Monster Inc. He delivers motivational talks to high school and college students regarding college and career choices. He has reached over 10,000 students through this program.

He is an active member of Toastmasters and ASTD Nebraska, having served in leadership roles in both organizations.

## **E-Evaluation: Cec Farnsworth**

Cec is President and CEO of Trainco Associates. For over 20 years, Cec has worked with a wide variety of major corporations: U.S. West, Kodak, Xerox, General Motors, Ford Motor Company, Mutual of Omaha, The State of Nebraska, Nebraska Furniture Mart, Family Service, Children's Hospital and the Immigration and Naturalization Service.



Cec holds Bachelor's degrees in Business and Psychology from Eastern Montana College and a Master's Degree in Business from Youngstown State University in Ohio.

Cec has authored a number of workbooks including a workbook for instituting quality improvement in service industries, and a workbook for training and certifying managers to facilitate Continuous Quality Improvement in their organizations. Cec has served as a Team Excellence Award judge for the National Association of Quality and Participation. Cec is an active member of the Association for Quality and Participation (AQP) and the Organization and Development Network. She has taught for Creighton University, Bellevue University, Metropolitan Community College and the University of Nebraska at Omaha. In 1997 Cec was awarded the University of Nebraska at Omaha College of Continuing Studies Teacher of the Year Award.