

Training Techniques for Trainers

TRAINING

Design, Facilitate, and Deliver Impactful
Learning Experiences



Facilitated by
MARY JENSEN
*CEO, High-Performance Executives Coach
and Mentor, Human Behaviour Specialist,
Mindset Master*
M Power Services

Online
Thursday, September 12 & 19, 2024



PUBLIC
SECTOR
NETWORK



Overview

Training is more important than ever as the public sector finds itself having to shoulder increasingly diverse responsibilities - from policy implementation, analysis, co-design, and customer-centricity in the climate of cost savings budget cuts, the learning and development specialists, program co-ordinators and supervisors are having to take on the task of training. However, while most individuals will have the knowledge and working skills, imparting that knowledge is a challenge.

If you find yourself in a similar situation, you have come to the right place! This training offers practical techniques for impactful delivery, emphasizing adult learning principles to customize sessions for diverse audiences.

Participants will master interactive design, boosting confidence and honing communication skills. The course ensures tangible application, empowering trainers to create engaging, effective sessions through personalized action plans.

Why Attend

- **Attend from any location with internet access**
- **Engage with diverse digital tools and resources**
- **Stay up to date with the latest industry trends and best practices**
- **Connect with your public sector peers from across all tiers of government**

Key Learning Objectives

- **Elevate your training delivery and engage participants**
- **Understand adult learning principles to tailor your training for diverse audiences, ensuring maximum impact**
- **Design interactive and engaging training sessions, incorporating activities and multimedia for enhanced learning experiences**
- **Boost your confidence as a trainer, enabling you to present with poise and handle unexpected challenges**
- **Hone communication skills, both verbal and non-verbal, to convey information clearly and build a strong connection with participants**
- **Create a personalized action plan to implement what you've learned, ensuring practical application in your training sessions**

Who Should Attend

Managers, Specialists, Lead, Advisor, Consultants, Co-ordinator, Officer, Administrator:

- Training
- Organizational Development
- Human Resources
- Learning and Development
- People and Culture
- Organisational Effectiveness
- Coaching
- e-learning
- Instructor
- Instructional Design
- Education
- Capability Development
- Digital Learning

Meet Your Facilitator



MARY JENSEN

*CEO, High-Performance Executives Coach
and Mentor, Human Behaviour Specialist,
Mindset Master*

M Power Services

Mary Jensen, a seasoned professional with over four decades of team leadership and recognition, transitioned from a successful finance career to founding M Power Services. Specializing in Business Growth, Problem Solving, and Profit Increase, Mary focuses on mindset transformation. Her experience in Mergers and Acquisitions revealed a gap in Human Behavior Skills, leading her to undergo extensive retraining. Now a Human Behavior Specialist and Mindset Master, Mary collaborates with individuals, leaders, and teams to transform thinking in careers and life. Working with CEOs and Senior Leadership teams, she helps overcome blocks for success and fulfilment. As a keynote speaker, Mary addresses perspectives and environmental contribution, teaching strategies to turn challenges into opportunities through choice. Describing herself as professional, curious, passionate, and committed, Mary empowers individuals in a supportive, non-judgmental environment, fostering extraordinary success in careers and lives. With over 40 years in Commercial and Non-Commercial Industries, she brings expertise, driving change, mentoring individuals, and teams toward high performance, emphasizing empowerment and motivation.

Preparation

This training session is highly interactive with group activities about and discussions throughout. Come prepared with some current challenges you are facing in your organization.

To participate you'll need:

- Computer with a camera and microphone
- Strong internet connection
- Quiet, well-lit space
- Current challenges you are facing



Explore the Agenda

Day 1 | Thursday, September 12, 2024

- 10:00am ET** **Opening Remarks**
- Welcome
 - Introductions
 - Overview and Setting Expectations

Module One - Foundation of Effective Training

- 10:30am ET** **Understanding Adult Learning**
- Adult learning principles
 - Learning styles and preferences
 - Adapting training content for diverse audiences

- 11:45am ET** **Designing Effective Training Programs**
- Defining learning objectives
 - Structuring training sessions
 - Incorporating interactive elements and case studies

12:30pm ET **Break**

Module Two - Presentation Skills and Training Designs

- 1:00pm ET** **Dynamic Presentation Skills**
- Effective use of voice
 - Effective use of body language
 - Managing nerves and building confidence

- 1:45pm ET** **Practical Training Design**
- Structural training sessions
 - Designing activities
 - Creating participant materials
 - 4Mat Learning model and styles

2:45pm ET **End of Day One**

Day 2 | Thursday, September 19, 2024

10:00am ET **Welcome and Recap**

Module Three - Facilitation Strategies and Techniques

- 10:15am ET** **Strategies for effective group facilitation**
- Group dynamics and facilitation skills
 - Handling challenging situations
 - Encouraging participant interaction

- 11:15am ET** **Assessment and Feedback**
- Various assessment methods
 - Constructive feedback techniques
 - Monitoring and evaluating training effectiveness

12:00pm ET **Break**

Module Four - Integrating Training Tools

- 12:30pm ET** **Technology in Training**
- Integrating technology tools for virtual or blended training
 - Troubleshooting common technical issues
 - Enhancing engagement through tech

- 1:30pm ET** **Action Planning**
- Participants develop an action plan for applying what they've learned

1:45pm ET **Closing Remarks**

2:00pm ET **End of Training**