

NATIONAL INSTITUTE OF CORRECTIONS
Academy Division

Foundation Skills for Trainers
03-R014

Presented in partnership with the Texas Juvenile Probation Commission

[Juvenile Probation Department; ___ County]

[Dates of Training]

AGENDA

MONDAY, _____, 2003

8:00 am	Welcome and Introduction to the National Institute of Corrections	_____
	Introduction: Introductions and Expectations Setting	_____ _____
	Housekeeping Issues / Site Logistics	Training Team Host Agency Representative
	Facilitator and Participant Introductions	Participants
	Home Teams	_____ & Participants
	Expectations and Ground Rules Setting	_____ & Participants
	Section One: Icebreakers and Energizers	_____
	*Design an Energizer and Icebreaker	Participant Home Teams
	Overview of the Week Schedule / Programmatic Expectations Presentations / Preparation	_____ & Training Team
	Section Two: The Context of Training	
	Why Do We Train? *The Role of the Trainer	_____

Why Do We Have Lesson Plans? _____

*Training Documentation _____

*Liability Issues in Training _____

12:00 Noon LUNCH

1:00 pm **Section Three: The Context of the Learner
(Learner Centered Instruction)** _____

*The Adult Learner

*Learning Styles

*The Cycle of Learning and Training

4:45 pm End of Day Reaction _____

TUESDAY, _____, 2003

8:00 am Review/Preview/Respond to Feedback _____

**Section Three: The Context of the Learner – Continued
(Learner Centered Instruction)** _____

Section Four: Training Design _____

*ITIP Lesson Design

*Sequencing and the Learning Cycle

*Using Transitions in Training

Group Dynamics _____

*Stages of Group Development

12 Noon LUNCH

1:00 pm What are Performance Objectives? _____

*Teaching to Performance Objectives

*Basic Instructional Delivery Strategies

Training Team
& Participants

*Evaluation in Training _____

4:45 pm End of Day Reaction

WEDNESDAY, _____, 2003

8:00 am Review/Preview/Respond to Feedback _____

“Walk-Through” – How to Use and Prepare From
a Learner Centered Lesson Plan _____

*Using an ITIPed Lesson Plan and Other Materials
for Your Friday Team Presentation

**Section Five: Training Preparation
(Self-Instructional)** _____

(Large group debrief if time permits)

- *The Training Environment
- *Room Layout
- *Equipment and Checklists
- *Trainer Tool Box

Individual Impromptu Presentations _____

12 Noon LUNCH

1:00 pm **Section Six: Training Delivery** _____

- *Basic Trainer Communication Skills
- *Presentation Skills / Platform Delivery Skills
- *Dealing with Nervousness

Section Seven: Using Training Aids _____

- Why Do We Use Training Aids?
- *Guidelines for Commonly Used Audio-
Visual Equipment
- *Practice Using A/V Equipment (optional) _____

4:45 pm End of Day Reaction _____

THURSDAY, _____, 2003

8:00 am Review/Preview/Respond to Feedback _____

Five Minute Videotaped Presentations Participants

Section Eight: Group Management Skills

Basic Trainer Facilitation Skills

*Asking Questions to Guide Learning _____
*Responding to Participants Questions _____

12:00 Noon LUNCH

1:00 pm **Section Eight: Group Management Skills (cont.)**

*Managing Disruptive Participant Behavior _____

Individual Feedback on Videotaped Presentation Participants &
Training Team

Small Group Preparation for Friday Presentation Participant Teams

4:45 pm End of Day Reaction _____

FRIDAY, _____, 2003

8:00 am Review/Preview/Respond to Feedback _____

**Section Nine: Applying and Extending Learning
From the Classroom to the Workplace**

Small Group Presentations and Feedback Participants &
Training Team

12:00 pm Working Lunch (Bring snacks and treats!)

1:00 pm Develop Personal Training Skills Improvement Plan Participants

Closing Activities Participants &
Training Team

2:00 pm Training Program Final Adjournment