

## **Module 2: Delivering Training**

1. **Adult Learning Theories and Techniques**
2. **Instructional Design Theory and Methods**
3. **Instructional Methods**
4. **Training Delivery Options and Media**
  - Classroom Training
  - E-Learning
  - When to Use E-Learning or Classroom Training
  - Blended Learning
  - Performance Support Systems
  - Self-Study
5. **Existing Learning Technologies and Support Systems**
6. **Emerging Learning Technologies and Support Systems**
7. **Presentation Techniques and Tools**
  - Creating a Learning Climate
  - Preparing for Training Delivery
  - Understanding Basic Classroom Management
  - Using Icebreakers, Opening Exercises, and Closing Activities
  - Understanding Presentation Behavior
  - Facilitating Learning Activities
  - Performing on-the-Spot Assessment of Participants' Success in Achieving Program Objectives
  - Understanding the Differences Between Delivering Live Training Online and Classroom Training
  - Devising Strategies for Keeping Participants Interested and Involved
  - Using Presentation and Training Tools
8. **Organizational Work Environment and Systems**
9. **Individual Learning Styles**
  - Theories of How Humans Learn Best
  - Herrmann's Brain-Based Approach to Learning
  - Neurolinguistic Programming and Modes of Learning
  - Accelerated Learning Techniques
  - Learning Style Inventories
  - Factors Affecting the Speed at Which Adults Learn
  - Importance of Identifying Training and Presenting Styles

Awareness of Matching Learner and Trainer Styles  
Tools for Determining Learning Preferences  
Importance of Training Needs Assessment

### 10. **Cultural Differences**

Barriers to Communication  
Culture Concepts  
Impact of Culture on Learning Styles Training  
Emerging Issues in Adult Education

### 11. **Familiarity With Content Being Taught and How the Solution Addresses the Need**

The Importance of Preparing Content

### 12. **Legal and Ethical Issues Relevant for Delivering Training**

### 13. **Glossary**

### 14. **Answer Key**

### 15. **Index**