

Welcome to ASTD's Training Certificate Program

Course Objectives

By the end of this course, participants will be able to

- Identify the skills required to conduct an effective training session
- Describe the training cycle
- Apply adult learning principles to a training session
- Explain how to design participant-oriented learning activities and materials
- List at least a dozen delivery methods
- Apply techniques to overcome nervousness
- Establish a positive learning environment
- Evaluate effective presentation skills
- Demonstrate the appropriate use of visuals
- Facilitate group exercises
- Explain how to resolve problem classroom situations
- Ask and answer questions that lead to learning
- Discuss the four levels of evaluation.

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(Monday – Friday 8 a.m. to 6 p.m. EST)