

## Professional Workplace Trainer Courses

### Skills for Workplace Trainers (PROED 722)

Thursday – June 10, 2010

9:00 AM – 5:00 PM University of Utah Murray

This highly interactive class provides the skills and tools needed to deliver quality training programs within the framework of a business environment. This program introduces training methods and techniques to help you understand how adults learn, how to facilitate discussions, what presentation skills work best, and what methods of delivery are most effective in various situations. At the conclusion of this program, students will leave with the competencies needed to be an effective trainer. This Program has been approved for recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). This is a core class for the Training and Presentation Skills Certificate Program.

### Advanced Skills for Workplace Trainers (PROED 723)

Thursday – June 17, 2010

9:00 AM – 5:00 PM University of Utah Murray

In this class, designed for workplace trainers, participants will learn to identify, develop and modify their individual teaching styles. They will understand the steps involved in effective training preparation. Participants will gain insight into advanced instructional methodologies and classroom management techniques, such as adjusting training to audience dynamics and handling challenging situations. In addition, participants will learn the components of a quality training program, including the development and utilization of pre-assessment and post-evaluation instruments.

#### CONTACT

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