

## Skills for Workplace Trainers ProEd 722

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**Course Description:** 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.

**Course Objectives:**

- Learn the basics to Cutting Edge in the field of Learning to ensure effectiveness
- Provide skills and tools to deliver quality training programs within the framework of a business environment.
- Provide many “take-a-ways” for your training toolkit that can be used immediately

## Advanced Skills for Workplace Trainers ProEd 723

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**Course Description:** 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.

**Course Objectives:**

- Learn to identify, develop and modify your individual teaching style.
- Gain insight into advanced instructional methodologies and classroom management techniques.
- Provide a safe opportunity to practice and get feedback.
- Provide many “take-a-ways” for your training toolkit that can be used immediately.

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