

**Train the Trainers
@Vista Family Health**

Spring 2017. ROAD MAP

When: 12-consecutive Tuesdays @ 12:30 – 1:30PM; beginning March 28, 2017

Where: Conference Rm A

Training Design & Facilitation: Tyra Corona

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Welcome to Train the Trainers!

Program Description:

This program is designed for you! As a valued member of leadership at Vista Family Health, Train the Trainers is designed to support your individual and team training needs. Over the course of 12-weeks you will learn and practice: assessing needs, defining objectives, designing and planning training experiences, choosing presentation methods and evaluating outcomes. In-session presentations by teams to apply methods for managing meetings and facilitating groups, for effective planning, problem solving, and communication. Training topics consist of tools and methods to be used with clinical teams.

Learning Goals:

The 'hi-level' learning goals are simply stated as:

- Provide tools, and increase skills to design and lead effective trainings
- Increase communication and coaching skills

A deeper dive into specific learning goals include:

- Embody characteristics of an exceptional trainer.
- Comprehend the phases of a training cycle.
- Conduct a training needs assessment.
- Write correct learning objectives.
- Understand adult learning theory.
- Design a participant-centered training experience.
- Implement a variety of learning activities.
- Establish a positive learning environment.
- Demonstrate the appropriate use of visuals.
- Evaluate training effectiveness.
- Develop an individualized development plan for yourself.

Participation:

We will collaborate to create a safe learning environment. Your participation will affect your own learning experience, and that of your peers. Within our learning community, on-going feedback and

coaching from peers and facilitator to support learning needs. You are encouraged to steer the collaborative inquiry according to your reflections, experience, insights and personal learning goals.

Content in the form of handouts will be delivered to participants the week prior to use. For example, at the launch meeting, you will receive study for our first class, on March 28th. Content will also be shared each week on the s:/drive in an appropriate place, as decided by the group.

Participants will have the opportunity to prepare and present trainings for clinical teams. Study and practice outside of class time will add to your experience and personal and professional growth.

It is my personal passion to design and create a safe and fun space for each of you to grow. It is my honor to serve you as individuals, as a group, and in service to our larger community. I encourage you to state your needs within the learning community, and/or to me personally

Draft Schedule

The schedule may change according to your needs; updated versions will available as needed.

#	Date	Topics	Content / Handouts
	Launch March 20	Setting the Foundation	Binders, Road map
1	March 28	Qualities of a skilled trainer	Communication packet; Additional Study
2	April 4	Assess & Analyze; SMART objectives	
3	April 11	Design and Develop; Adult learning	
4	April 18	Open Session: Practice and Team Feedback	
5	April 25	Implement & Facilitate; Training Styles	
6	May 2	Positive Learning Environment	
7	May 9	Open Session: Practice and Team Feedback	
8	May 16	Open Session: Emergent Needs	
9	May 23	Open Session: Practice and Team Feedback	
10	May 30	Evaluate and Enhance: Measure Training Effectiveness	
11	June 6	Open Session: Practice and Team Feedback	
12	June 13	Wrap up: Celebrate and Evaluate TTT	