

# Foundation Skills for Trainers - Satellite/Internet Broadcast Participant Guide

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# **Foundation Skills for Trainers Modules**

<b>Module 1</b>	<b>Icebreakers and Energizers</b>
<b>Module 2</b>	<b>The Context of Training</b>
<b>Module 3</b>	<b>The Context of the Learner</b>
<b>Module 4</b>	<b>Training Delivery</b>
<b>Module 5</b>	<b>Training Design</b>
<b>Module 6</b>	<b>Training Preparation</b>
<b>Module 7</b>	<b>Using Training Aids</b>
<b>Module 8</b>	<b>Group Management Skills</b>

# Day 1 - Daily Activities at a Glance

## Off Air Activities - Before the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
1	Welcome and Housekeeping
2	Home Teams and Expectation Setting
3	Setting Ground Rules
4	Participant Introductions (Name Game)

## On Air Activities - During the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
5	Your Role as a Trainer
6	The Goal of Training
7	Using Lesson Plans
8	Trainer Liability
9	Ways to Accommodate the Adult Learner
10	Assessing Your Learning Style
11	Learning Styles – How We Work Together

# Day 1 - Daily Activities at a Glance

## Off Air Activities - After the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
12	Icebreakers and Energizers
13	Learning Styles Activity – “Car Talk”
14	Preparation for One Hour Team Delivery
15	Learning Journal
16	Jeopardy Quiz
17	End of Day Feedback

# Day 2 - Daily Activities at a Glance

## Off Air - Before the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
1	Review of Feedback
2	Ice Breaker
3	Energizer

## On Air - During the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
4	Trainer Communication Skills
5	Stages of Group Development
6	Performance Objectives – Are They Complete?
7	Demonstrations

# Day 2 - Daily Activities at a Glance

## Off Air - After the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
8	Video-taped Presentation
9	Using Transitions
10	Stages of Group Development
11	Preparation for One Hour Team Delivery
12	Trainer Preparation
13	Learning Journal
14	Create Questions for Jeopardy Quiz
15	End of Day Feedback

# Day 3 - Daily Activities at a Glance

## Off Air Activities - Before the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
1	Review of Feedback
2	Ice Breaker
3	Energizer

## On Air Activities - During the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
4	Role Play
5	Case Study
6	Training Evaluation
7	Asking Questions
8	Processing the Learning By Asking Questions
9	Questions to Manage the Classroom Environment

# Day 3 - Daily Activities at a Glance

## Off Air Activities - After the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
10	Using Role Plays
11	Instructional Strategy Selection
12	Handling Disruptive Behavior
13	Group Management Summary Activity
14	Preparation Time/Individual Feedback on Video Demonstration
15	Learning Journal
16	Create Questions for Jeopardy Quiz
Optional	Practice with Audio Visual Equipment
17	End of Day Feedback



# Day 4 - Daily Activities at a Glance

## Off Air Activities – Before the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
1	Review of Feedback
2	Ice Breaker
3	Energizer

## On Air Activities -During the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
4	Responding to Participant Questions
5	Handling Disruptive Behavior

## Off Air Activities - After the Broadcast

<u>Activity #</u>	<u>Activity Title</u>
6	One Hour Team Delivery
7	Learning Journal
8	Closing Activity
9	Closure and Evaluation