



# Who Trains The Trainer?

Education and training are the foundation of **APICS**. Whether you are a seasoned instructor, a person wanting to instruct, or an **APICS** volunteer responsible for making presentations, the **Train-the-Trainer** Workshop can be of **VALUE** to you. Leading a small or large group, doing one-on-one training, or presenting ideas to others, this workshop provides you the opportunity to either refresh and enhance your skills or to learn the proper way to prepare and communicate the ideas and knowledge you are trying to convey. **Train-the-Trainer** is a core requirement for all levels of the new **APICS Instructor Development Program**.

**THERE ARE TRIED AND TRUE METHODS THAT YOU CAN USE TO BECOME A MORE EFFECTIVE INSTRUCTOR OR PRESENTER. THE APICS TRAIN THE TRAINER WORKSHOP IS AN INTENSIVE, HANDS-ON PROGRAM THAT WILL REFRESH YOUR SKILLS OR SHOW YOU HOW TO:**

- Write instructional objectives that clearly show what your learners/listeners will be able to do as a result of your instruction/presentation
- Plan lessons with realistic objectives
- Build involvement and motivation into your programs
- Construct lesson plans as a step-by-step blueprint for achieving your objectives
- Effectively select and use a variety of media to enhance learning and understanding
- Improve the effectiveness of your communication by being receptive to verbal and nonverbal messages of your audience
- Practice and critique several presentation methods and techniques
- Plan training workshops for flawless implementation.

This **APICS Train the Trainer Workshop** is loaded with key learning points and activities that will refresh or provide you with the basic tools and techniques to allow you to do the one-on-one instruction or presentations to any size group in a manner that you *will* accomplish your objectives. The details of this program are:

**WHAT:** SE District and the Mid-Florida APICS Train the Trainer Workshop

**WHERE:** Teledyne-ODI , 1026 North Williamson Blvd., Daytona Beach, FL 32114  
See the last page for hotel and transportation information

**WHEN:** Friday — January 22, 2010 — 8:00 am to 6:30 pm  
Saturday — January 23, 2010 — 8:00 am to 5:00 pm

**Cost:** \$275.00 registration fee to cover all materials and food service during the class sessions

**WHY:** To provide you with a critical soft-skill, with the ability to successfully train adult learners; to enhance your instruction and presentation skills; and, to help you grow professionally while helping APICS improve even more!

**HOW:** Go to [http://www.triadapics.org/events/100\\_538001.aspx?PROG=SMNR](http://www.triadapics.org/events/100_538001.aspx?PROG=SMNR) to register. For more information contact Denise Gillespie at [dgillespie@thedenmarkgroup.com](mailto:dgillespie@thedenmarkgroup.com) or Dave Lehman at [dave@thedcl.com](mailto:dave@thedcl.com)

**Class size is limited to 12 people so sign-up now!**



This **Train-the-Trainer** workshop is sponsored by the **APICS Southeast District** with the support of the **Mid-Florida Chapter**. The primary purpose is to provide current and future **APICS** instructors with the knowledge to continually improve the quality of their instructions. It is also intended to allow the participant to gain a primary prerequisite for the new **APICS** Qualified Instructor Program. Completion of **Train-the-Trainer** program is required for any of the three levels of qualification in all of the five subject areas: CPIM, CSCP, Global Sourcing, Lean Enterprises, or TTT/LDI. The program will follow this schedule:

## APICS Train-the-Trainer Workshop Lesson Plan — Daytona Beach

Program Activity	Timing	Clock Time	Facilitator
<b>Day 1: January 22, 2010</b>			
<b><u>Lesson 1: Introduction and Workshop Overview</u></b>	1 hour	8:00 AM	
Instructor's Background	5 minutes		
<b><i>Learner's Background</i></b>	40 minutes		
Workshop Objectives	15 minutes		
<b><u>Break:</u></b>	10 minutes	9:00 AM	
<b><u>Lesson 2: Basics of Successful Instruction</u></b>	40 minutes	9:10 AM	
Objectives	5 minutes		
<b><i>Mini-Lesson</i></b>	15 minutes		
<b><i>Attributes Used to Assess Lesson</i></b>	10 minutes		
Flip Chart Use	10 minutes		
<b><u>Break:</u></b>	10 minutes	9:50 AM	
<b><u>Lesson 3: The Training Process</u></b>	45 minutes	10:00 AM	
Objectives	5 minutes		
<b><i>Stages of Interpersonal Communications</i></b>	10 minutes		
<b><i>Questioning review</i></b>	15 minutes		
The Training Steps review	5 minutes		
LCD Projector Demonstration	10 minutes		
<b><u>Break:</u></b>	10 minutes	10:45 AM	
<b><u>Lesson 4: Learning Objectives &amp; Lesson Plans</u></b>	40 minutes	10:55 AM	
Objectives	5 minutes		
Components of the Learning Objectives review	5 minutes		
<b><i>Activity: Learning Objectives peer critique</i></b>	10 minutes		
The Lesson Plan	5 minutes		
Lesson Plan Form	5 minutes		
<b><i>Activity: Lesson Plan peer review</i></b>	10 minutes		
<b><u>Lesson 5: Training Evaluation</u></b>	25 minutes	11:35 AM	
Objectives	5 minutes		
Training Evaluation	5 minutes		
<b><i>Interpreting Training Evaluations exercise</i></b>	15 minutes		
<b><u>Lunch:</u></b>	30 minutes	12:00 PM	

# APICS Train-the-Trainer Workshop Lesson Plan — Daytona Beach

Program Activity	Timing	Time	Facilitator
<b>Day 1: January 22, 2010</b> continued			
<b>Lesson 6: Practice Instruction</b>	4.75 hours	12:30 PM	
Introduction to Practice Session #1	10 minutes		
<b><i>Preparation time</i></b>	60 minutes		
Instructions	5 minutes		
<b><i>Practice Session #1</i></b>	215 minutes		
<b>Lesson 8: Media Selection</b>	40 minutes	5:15 PM	
Objectives	5 minutes		
<b><i>Class Activity: Media Exercise</i></b>	20 minutes		
Other Media	5 minutes		
Media Use for Instructing	5 minutes		
Training Room Layout	5 minutes		
<b>End of Day Wrap-up</b>	15 minutes	5:55 PM	
Wrap-up Day 1	5 minutes		
Class Critique Forms and VARK homework	10 minutes		
<b>Day 2: January 23, 2010</b>			
<b>Class Critique Review</b>	30 minutes	8:00 AM	
<b>Lesson 7: Learning Styles, Communications, and Motivation</b>	1 hour 5 minutes	8:30 AM	
Objectives	5 minutes		
Learning Styles (VARK)	20 minutes		
Components of Communication review	10 minutes		
<b><i>Activity: "Your Learning Experience"</i></b>	10 minutes		
Motivating Learners	20 minutes		
<b>Lesson 9: Challenges and a Checklist</b>	25 minutes	9:35 AM	
Objectives	5 minutes		
Tips on Training	10 minutes		
Checklist for Effective Instruction	10 minutes		
<b>Break:</b>	10 minutes	10:00 AM	
<b>Lesson 10: Practice Instruction</b>	6 hours	10:10 AM	
Instructions for Practice Session #2	5 minutes		
<b><i>Preparations for 10-minute Lesson</i></b>	30 minutes		
<b><i>Practice Session #2</i></b>	5 hours Includes 30 minutes for lunch		
Workshop Summary	10 minutes		
<b><i>Instructor and Workshop Evaluation</i></b>	10 minutes		
<b>Graduation:</b>		4:00 PM	

**Notes:** Sections printed in bold and italics are student activities

## Hotel and Transportation Information

Name	Address	POC	Comments
<b>Hampton Inn Daytona Beach</b>	1715 W. International Speedway Blvd. Daytona Beach 32114	Pat Daly Ph: 386-257-4030 Fx: 386-257-5721 <a href="mailto:daytonasales@princebush.com">daytonasales@princebush.com</a>	Inc. cont. bkfst 6-10; cocktails 4:30-10pm; paper; <b>shuttle to &amp; from DAB airport &amp; ODI</b>
<b>Hilton Garden Inn</b>	189 Midway Ave. Daytona Beach 32114	Glenda Billings Ph: 386-944-4000 Fx: 386-944-4001	Free HS Internet; USA Today. Restaurant.
<b>Holiday Inn Express</b>	2620 W. International Speedway Blvd., Daytona Beach 32114	Katy Gordin Ph: 386-258-6333 Fx: 386-254-3698 <a href="mailto:kgordin@daytonaexpress.com">kgordin@daytonaexpress.com</a>	Inc. Express bkfst; free internet; <b>24-hr DAB airport shuttle</b> ; paper; poolside cookout Wed.
<b>Marriott - Courtyard</b>	1605 Richard Petty Blvd. Daytona Beach 32114	Rachel Green or Tamara Boreman <a href="mailto:rachel.green@marriott.com">rachel.green@marriott.com</a> or <a href="mailto:tamara.boreman@marriott.com">tamara.boreman@marriott.com</a> Ph: 386-255-3388 ext. 7706 Fx: 386-255-3391 <a href="mailto:anne.little@marriott.com">anne.little@marriott.com</a>	Includes breakfast; HS internet;
<b>Residence Inn by Marriott</b>	1725 Richard Petty Blvd. Daytona Beach 32114	Anne Little Ph: 386-255-3388 Fx: 386-255-3391 Em: <a href="mailto:Anne.Little@marriott.com">Anne.Little@marriott.com</a>	Includes breakfast, evening social M-Th; light dinner M-Th; HS internet;