



Calling all APICS Chapters!

The *new* APICS Train the Trainer workshop is the proven path to success for your educational programs. A skilled trainer is what makes your chapter different. Skilled instructors generate repeat business.

Beginner, Intermediate or Advanced instructors will profit from attendance:
Advanced: No matter how experienced you might be you'll learn something new...guaranteed.

Intermediate and Beginner instructors...here's a proven path to your personal success.

In addition to strengthening the chapter's training program, this is the cornerstone for the new APICS Qualified Instructor Program. A win-win: Instructors, students, APICS Chapters and APICS itself; everyone wins.

Plan to attend one or both of the following:

APICS Train-The-Trainer (TTT)

November 5-6, 2009

And/Or

Learning Dynamics for Instructors (LDI)

November 8-9, 2009

Corning, NY

For your convenience both of these workshops are being held 2 days prior and after the November Northeast District Meeting – [plan to attend the district meeting as well.](#)

This **Train the Trainer Workshop** is designed to provide attendees with skills, techniques and workable methodologies to successfully deliver adult training in *any subject*.

Objectives:

During this interactive workshop, you will write instructional objectives, formulate lesson plans, and personally present two training sessions. One session will be 5 minutes in length and the second will be 10 minutes. During these sessions the attendee will use the procedures, tools, and techniques learned in this workshop. Both sessions will be recorded and critiqued specifically for you. Most find this real-time-learning process to be so effective that they can put their new skills to use immediately upon completion.

This class is designed to improve the delivery of your future training sessions allowing you to instruct in a confident, more results-oriented manner. This material understands various student learning preferences and prepares you to address the unique needs of today's learner.

Training, Not Education

Please be aware that this is a matter of training, not education. Training deals with the *how to* while education deals with the *why*. Training results in observable/measurable behavior on the part of the learner. This workshop is a hands-on, do-it-yourself, no-nonsense, intense experience. It consists of two days of training activities, and pre-workshop assignments

Who Should Attend:

People who instruct or want to instruct adults at all levels:

Beginner

Intermediate

Advanced

Class Activities:

After introductions where we meet & greet each other, you'll learn the specifics of the course, its purpose, the basics of successful instruction and the overall objectives we plan to achieve.

During the remainder of the two days, we will cover the following topics: the training process, learning objectives, lesson plans, the components of communication and motivation, training evaluation, media selection, and challenges. These sessions will include your active participation in training demonstrations.

You will also make a 5-minute and 10 minute training lesson on a non-business-oriented topic, which will be recorded critiqued, and given to you for future reference.

TTT: Classroom hours: 15

Format: Two-day workshop (8:00 AM – 5:30 PM.)

Location: Radisson Hotel, Corning, NY

(APICS room block information will be provided when available – rooms are under \$100/night)

APICS Member Fee \$595, Non Member: \$795

Fees include: Textbooks and classroom supplies, Lunch & coffee breaks. Transportation, Lodging, other expenses: on your own. Minimum class size: six students, max nine. Certificate awarded upon completion.

The **Learning Dynamics for Instructors (LDI)** is an advanced workshop for individuals who have completed Train-the-Trainer (TTT) and have some presentation experience. LDI reviews the basic TTT concepts and expands upon these to include interactive classroom dynamics.

Workshop participants will:

- Gain a better understanding of adult learning principles
- Discover how to select training methods
- Improve listening and questioning skills
- Learn how to obtain feedback and put it to use
- Acquire the ability to handle challenging classroom situations

Learning Dynamics is a highly intensive and participative workshop. It involves approximately 15 hours of instruction, which will provide practical techniques easily applied to any type of training or presentation.

Novice or experienced trainer, college professor, sales rep, department manager, or *anyone* who communicates to an audience, this workshop is sure to provide value-added tools and techniques that will improve your presentation skills!

LDI: Classroom hours: 15

Format: Two-day workshop (8:00 AM – 5:30 PM.)

Location: Radisson Hotel, Corning, NY

(APICS room block information will be provided when available – rooms are under \$100/night)

APICS Member Fee \$595, Non Member: \$795

Fees include: Textbooks and classroom supplies, Lunch & coffee breaks. Transportation, Lodging, other expenses: on your own. Minimum class size: six students, max ten. Completion award: Certificate.

TO RESERVE YOUR SEAT IN EITHER OF THESE WORKSHOPS please go to
[Boston APICS](#)

****Northeast District Chapters are being given the first opportunity to reserve seats. On October 10, 2009 the remaining seats will be advertised to other district chapters ****