AIMS ConnectED Syllabus

Course Name: **Train the Trainer**

Hours to complete: 3.00
CEUs: 0.30
Description:
An e-Learning course designed to teach trainers valuable planning and facilitation techniques for equitable learning experiences for today's diverse group of learners. This e-Learning course prepares participants how to deliver impactful education for lessons in both live and online settings. Trainers will gain firsthand knowledge how to include different learning styles and adult concepts into their instructional approach no matter the learning environment. Trainers will learn how to maximize student participation by using dynamic training characteristics while working to meet each student's learning unique learning cycle to best retain information and content they are facilitating. Participants will identify how to meet the social emotional and disability learning needs of their students for successful outcomes when instructing. Trainers will learn how to perform key functions in Pectora, Ellis & Associates' Learning Management System (LMS), to track and document training records. The concepts reviewed in this course can enhance participants existing training programs and or aid in the development of new meaningful ones.

Audience:

- New Presenters for E&A
- ILTP Instructors
- Any presenter or trainer using Ellis Education or Pectora

Prerequisites:

- Candidates shall be 16 years of age to participate.
- Candidates must have access to a desktop, labtop or tablet with web access for an extended period of time to complete each lesson.
- Candidates participating will need adobe reader on their device.

Evaluation:

- Successful completion of all course lessons and completion of the assessement in each module

Note: Participant records are updated within fifteen (15) days after the last scheduled class for the program. You may access your updated training record after receiving an invitation via SMS/email from Ellis Education Services to complete a class evaluation survey. Upon completion of the class evaluation survey, participants will be able to:

1. View an updated student record with the completed class listing
2. Access their training credential (certificate / license)
3. Purchase any eligible CEUs associated with the program
4. Access and print a copy of their updated training record showing all training history and CEUs by using the Print Screen feature in the Portal.

Outcomes:
Given the content reviewed in each lesson participants will be able to:

1. Recognize the role and characteristics of a dynamic trainer and the traits of diverse learners.
2. Recognize how the learning cycle and provide examples of how to increase learning retention.

3. Review different learning styles and how to incorporate each into instruction.
4. Identify characteristics of adult learners.
5. Describe the principles of equity in education for adult learners.
6. Define social emotional learning and describe how to accommodate learning disabilities during instruction.
7. Describe and apply common teaching methods when teaching lessons.
8. Define characteristics of a safe learning environment and provide organization tips for the class space and materials to create positive learning experiences.
9. Discover presenter basics and recognize strategies for handling distracted students.
10. Review online platforms, apps, and other distance learning teaching techniques to engage students.
11. Identify characteristics of adult learners.
12. List the principles of equity education for adult learners and describe social emotional learning
13. Review learning disabilities and accommodations.
14. Describe evaluations, assessment types and review remedial training strategies
15. Learn how to perform key Trainer level functions in Pectora, Ellis Educations the LMS (Learning Management System).

Expectations:
Students will complete the online module and then are expected to apply the concepts in their teaching performance and or training role.

Suggested preparation:
Incorporate elements from the Train the Trainer e-Learning course into your lesson preparations as you prepare for any training or teaching demonstration.