



HSU Course Outline

ERSEA Level III – Train the Trainer

ERSEAL3

3 ½ Days

Description

This in-depth 3 ½ day course is designed for those responsible for train and implementation of ERSEA. It provide students the tools and training necessary to meet training and staff understanding of the ERSEA requirements in the CFR Part 1305 of federal regulations regarding eligibility, recruitment, enrollment, selection and attendance for their program. Participants learn about determining community strength and needs, using assessments to determine program design options and methods of implementing ERSEA requirements at their program. This 3 ½ day course gives you access to practical tools, strategies, and techniques that will make your ERSEA training dynamic, engaging, and effective. **We show you how to optimize your training environment and training programs to achieve outstanding ERSEA implementation and compliance results.**

Prerequisites

- Knowledge of Performance Standards
- Knowledge of CFR 1305
- ERSEA Level I
- ERSEA Level II
- Knowledge of Head Start

Who Should Take This Course?

This course is designed for all staff responsible for training and professional development. Administrative Staff, Manager, Program Area Managers, Directors, Coordinators, policy council, program governance staff or anyone that needs information on how to train staff on ERSEA requirements.

Objectives

- ✓ **Build** comfortable rapport with staff and get buy-in for ERSEA procedures from the beginning.
- ✓ **Deliver** ERSEA standards logically and simply in a brain-friendly fashion.
- ✓ **Orchestrate** the optimum environment for your training.
- ✓ **Engage** the audience in multi-faceted, ingenious ways to facilitate ERSEA compliance.
- ✓ **Use** and combine compelling audio & visual aids to utilize more senses.
- ✓ **Choose** creative and stimulating delivery formats for "dry," regulatory material.
- ✓ **Facilitate** partner and group activities applicable to learning goals.
- ✓ **Transfer ERSEA** information from short-term to long-term memory.
- ✓ **Plan** and design a seamless, multi-sensory ERSEA training that will have lasting impact.
- ✓ **Apply** Accelerated ERSEA strategies for results-boosting, super-charged productivity.

Outline

Day One – Understanding ERSEA

Day 1

Understanding How Adults *Really* Learn

Introduction to Accelerated Learning (AL) methodology

The instructor-centered versus the participant-centered approach to learning

How traditional training tends to stifle real learning

Different Learning Styles and How To Accommodate Them

The different needs of visual, auditory and kinesthetic learners

VAKI principle—training strategies for each type

How to reach all learning modalities when conducting training

Engagement Strategies For Enhanced Learning

Keeping your participants alert, engaged, open and relaxed

Using rapport-building techniques with success

Using activities and games to reinforce the learning

Implementing a variety of learning exercises

Energizing Computer-based Training

Inherent problems with computer-based training and what to do about them

Creative strategies for revitalizing technical training

How to make computer-based training practical for all learning styles

Games and activities that will make the learning process more effective

Special room set-up allowing for a flexible and fluid training environment

Taking On E-learning

Advantages and disadvantages with e-learning

Synchronous versus Asynchronous e-learning

Why Blended Learning is the ideal solution

The 4 secret pillars of e-learning

Combining Media To Make An Impact

Avoiding “death by power point”. Use simple methods to create compelling visuals—what to include and what to leave out

Do’s and don’ts of PowerPoint

Using brain-compatible flip-chart techniques that increase peripheral learning by up to 80%

Creating great flip-charts (stick people are OK)

Using music to enhance learning

Engaging the image-brain for rapid memorization

Presenting Information For Optimum

Comprehension and Recall

Why “data dumping” is severely counter-productive

Various techniques to reinforce memorization and “lock in” new content

How peripherals can significantly increase learning

HOT Tips for your trainer toolbox

4 Key Presentation Strategies

3 step power formula for providing a global understanding of the material presented

How to “chunk” information for easy assimilation

“Signal phrases” and how to use them

How to revisit content in multiple ways and why it’s so important

What to do when there’s not enough time to deliver all the material

Handling “difficult” participants with ease

Techniques for effectively dealing with the most common types

Prevention steps to avoid the encounter in the first place

Day 2

Listening Skills

2 common myths

3 levels of listening

How to encourage “active listening”

10 tips to becoming a better listener

How To Field Questions

Avoid 3 common mistakes when responding to questions

When should you re-direct questions?

5 tips on fielding questions

How to ensure equal “air-time” for everyone in the room

Facilitating Activities and Giving Clear Directions

Taking off the hat of Subject Matter Expert and donning the hat of Facilitator

How to give clear, to-the-point directions that get participants immediately engaged and on task

Brain-Compatible Training Techniques

Brain facts

Why you need to present information to both sides of the brain

Brain energizers

Presentation Skills—Voice & Body Language

Assessing your voice

Strengthening your voice

Using your voice for maximum impact:

1. The power of the pause
2. How to achieve an even “pace”
3. How to use tone and inflection to convey your message
4. Why varying your volume can make a difference
5. How to avoid “verbal sabotage”

Creating “stage presence:”

1. Ensuring that your body language is congruent with your message
2. Avoiding annoying gestures that detract from your message
3. Learning to move with purpose
4. Injecting energy and grace into your movements
5. Including your audience

The Do's and Don'ts of Presenting

How you look

How you sound

What you say

Practical tips

Opening a Training Session

How to build “instant” rapport with participants, melt resistance, and get buy-in from the beginning

Overcoming learning barriers

Creative ways to open a training session

Setting ground rules and why they are important in participative training

Closing a Training Session

Common mistakes to avoid

Allowing reflection on the content to create a sense of “ownership”

Wrap-up techniques and action plans to cement the commitment to continued learning and application

If it's worth learning, it's worth celebrating—appropriate, memorable ways to conclude a course

Managing the Classroom/Training room

The number 1 factor affecting learning that most trainers don't even know about, and how to use it to boost comprehension and retention
Directing the group's focus
Helping ALL learners keep up with the pace of classroom instruction

Physical & Mental Energizers

Use physical and mental energizers to:
Recharge a group when the energy is waning
Increase alertness and attention
Transition to a new topic

Day 3

How To Debrief an Activity

Skillfully "draw out" the learning
Making the intangible tangible
Using a clear-cut model for effective debriefs
Questions to use with any group

How To Give Feedback/Coaching

Making feedback easy using a 5 step process

5 Deadly Mistakes Trainers Should Avoid

Understanding what creates a negative training climate and shuts down learning

Liven Up Your Training (special bonus section)

Learning activities and games you can easily replicate that will motivate learners, boost their energy, and make retention soar

Creating an Optimum Training Environment (no matter where you train!)

How the environment impacts learning
Elements of a positive, stimulating training environment
4 important factors for choosing a room, and what to do when you have no choice
Bonus: A handy "Setting the Stage" check list

Needs Assessments and Surveys

Gathering reliable data
6 assessment methods
Writing a needs assessment survey
One easy and quick way to conduct a needs assessment when there's not enough time or resources

Crafting Clear Training Objectives

Blooms Taxonomy made simple
Creating clear behavioral and competency-based training objectives
Identifying objective statements under each of the three learning domains (cognitive, affective, psycho-motor)
Ensuring module objectives and learning activities are aligned with overall course objectives

Instructional Design Strategies & Tools

How to plan effective, concise training modules that meet learning objectives

The secret unveiled: The 6 phases of Accelerated Learning training—high level overview

Instructional Design 101: The basics—street-level view

Content versus Process—The Focus/Diffuse principle

How to organize and sequence content in a logical, brain-friendly fashion

Instructional design planning sheets and reference tools

Guidelines for developing relevant learning activities and ensuring participants are involved in their learning

How to create compelling, interactive handouts/workbooks

Bonus: Our handy Accelerated Learning Course Design check list

Participant presentations (time-permitting)

Participants will have an opportunity to prepare and deliver one or more presentations and receive personal feedback and coaching from the lead trainer and peers

Day 4 (1/2 Day)

Assessments/Evaluations of Learners

How do we know they know? Summative and Formative assessments
Developing interim and final evaluations
Constructing effective test questions—do's and don'ts

Evaluating the Training

Introduction to Kirkpatrick's 4 levels of learning evaluation
Referencing Kirkpatrick's learning evaluation grid
Constructing a simple evaluation tool
How to incorporate feedback into future training efforts