

Training Clinic Moments



January 2017

Greetings!

Some of us are experiencing some really rough weather this winter. But that's *nothing* compared to the tempests that are bearing down in our organizations this time of year!

Demands are coming at us fast and furiously from every direction.

We want to escape NOW!

In this issue we've provided you with some strategies to weather these storms so that you can smoothly navigate the rest

2016-17 Train the Trainer Public Workshops & Certifications

Keep it fresh by getting some just in time training with our much loved public workshops!

Click on any title below to go to our website and type in the name of the workshop in the search bar for more information and registration.

HOW TO DESIGN EFFECTIVE TRAINING PROGRAMS

Believe it or not, your slide deck is NOT your training design! Learn strategies and techniques to design your program to enhance learning retention and transfer of skills and knowledge back to the job.

Southern CA: May 16-17 Sept. 25-26
Metro DC March 8-9, Sept. 20-21



FACILITATE TRAINING WITH IMPACT!

Whether you're a subject matter expert or a full time instructor, this highly interactive workshop will give you the tools you need to step away from your PowerPoint and connect with your audience!

DC Metro: March 6-7, Sept. 18-19
DFW: April 17-18, Oct. 2-3
Southern CA: April 27-28, Oct. 26-27



CERTIFIED PERFORMANCE CONSULTANT (CPC)

Feel like you're training for training's sake but don't want to appear unsupportive? Learn how to uncover the true performance needs of your organization and partner with management to achieve results.

ILT

DC: May 8-10, Nov. 1-3
DFW: April 19-21, Oct. 4-6
Southern CA: April 4-6, Sept. 18-20



Prioritize!

Remember those goals and objectives you wrote at the end of last year? Well, it's time to get them out and compare them against that LONG list of requests that you are getting. Prioritize these requests according to their relevance to your goals. Once you've done this, ask your

boss for insight on any new corporate initiatives, reprioritize and get some feedback.

The next hurdle is to ensure that you have the resources to get it done. Yes, you'll probably have to negotiate a bit here. We'll let you in on a little secret we've been using for years that comes from the project management area:



Here's a sample dialog as to how you can use this little gem:

Manager: I need you to develop and train a program on how to leap tall buildings.

You: How soon do you need it? (Time)

Manager: Immediately!

You: Do you want it to be effective? (Quality)

Manager: Of course!

You: Since you want a quality program, quickly, I'll need to pull in some resources in order to get it done. What's your budget?

Manager; Nothing! I thought you folks could handle it.

You: No, my monies have all been allocated. Can you give me more time to get it done?

Manager: No, I need it now!

You: Then let's talk about the quality....

Manager: I need it to be top quality.

You: Then I need more time.

Manager: But I need it now.

You: Then I'll need resources to get it done.

Manager: But I don't have any money.

We could make this go a bit further, but you get the point: each constraint impacts the other two. It's only possible to achieve two of the elements at the same time. For example, if your client wants a high quality product quickly, it will cost more money. Although simplistic, this is a very useful model to help clients

think through their requests and the resources needed to fulfill them.

VILT

March 14, 16, 20, 22
Nov. 7, 8, 13, 15



CERTIFIED INSTRUCTIONAL SYSTEMS DESIGNER

Need to hit the ground running with your instructional design skills? Then this certification program is for you! This five-day interactive session is for the subject matter expert or instructor who develops training.

VILT

May 16, 18, 22, 24
Sept. 9.6.12.14



CERTIFIED TRAINING MANAGER (CTM)

Have more days than not when you're ready to pull out your hair? Maybe it's HOW you're managing your training function. Especially if you're a one person department! Learn practical ways, sound techniques, and proven ideas to manage your organization's training and yield tangible, bottom-line results.

VILT

April 25, 27, May 2, & 4, 2017



CERTIFIED TRAINING COORDINATOR

This role has changed from administrator, record keeper and scheduler to someone who is interviewing vendors, training SMEs and, yes, even conducting and designing training! Be prepared to handle this highly demanding role and do it with a performance consulting base.

VILT

October 3, 5, 9, & 11



It's All About WHO You Know!

Partnerships.

Our work begins and ends and begins again with the partnerships we form throughout the organization. This is the perfect time to assess the partnerships we have and look at those that we still need to develop.

A good place to start is with your own boss. Are you doing all you can to make your boss successful in the organization? If not, what else you you do? And, YES, asking for feedback is the first step here! Next is your staff and colleagues throughout the organization and of course your stakeholders and clients! Also, look at those partnerships external to the organization. Don't have any? Then this is a definite "to do" to add to your list!

And remember the essence of healthy partnerships is very altruistic. Always be the first to give, coach and support. It will come back to you when the time is right!



Join Us at Training 2017!

We are in FULL force at this year's Training 2017 in beautiful, downtown San Diego at the end of this month!

We are excited to be working with all the folks at Training Magazine again this year to deliver our Training Manager Certification (CTM) as part of their pre-conference certificate program, along with two concurrent sessions:

- *Maximize Your Performance as a Department of One!*
- *Recharge Your Learning Function with an Audit.*

If you're attending the conference, please stop by and say hello. Click [HERE](#) for more information on the conference.

Hope to see you there!



#tips4trainers from our recent tweets...

1. Learning doesn't have to hurt! Infuse fun into your training
2. Your ppt deck is NOT a handout. Take time to craft a participant workbook to enhance the learning experience.
3. On-line training is NOT always cheaper than classroom. Do the math to show your C-exec's!

For more tips, follow us [@trainingclinic](#), [@m1chilcote](#) and [@melissasmithTTC](#)

TRAINING MANAGER'S CORNER: Mission Possible!





Prioritizing and building partnerships are all dependent upon your learning function having a solid foundation. That foundation begins with a strong vision and mission statement.

Both must tie directly into the organization's vision and mission.

Your vision is "who you wanna be when you grow up." It's our future ideal - what we are working towards - fine tuning our actions along the way.

Your mission statement is HOW you will achieve your vision. It's what business you're in - what you do. Think of it as a roadmap to get you to your vision.

To formulate your mission statement, reflect on your vision and ask yourself, "What do we need to DO to get here?" This "what" could be in the form of products, service, tools, partnerships, your approach to the L&D profession, etc. You can craft your mission in either a paragraph or bullet points.

Once done, give it to those key partners for feedback. After it's fine-tuned, publish it within your learning function AND the organization and go get'em!



Thank you...

for your continued support and trust in The Training Clinic. As you work through these "winter storms" we would LOVE to hear from you. Remember, we're all in this journey together!

Team M & M:
Melissa Smith & Maria Chilcote
Managing Partners & Owners of The Training Clinic

Still not sure? Then take a look at what our happy learners are saying about our public workshops:

A terrific two days and very beneficial. Well worth pushing work 'to the right!.' Thank you for your passion!



Thank you! The program far exceeded my expectations, so KUDOS to all of you too! I do plan on attending future events as well.



This course has been inspiring, validating, and most importantly provided me with many useful tools that I feel will make a huge impact on our daily operation.



The class was fantastic and I look forward to decompressing the information last week and applying the tools into our programs. Thank you for all you are doing to make a difference and sharing your expertise. You are truly making "Training Matter!"

Sign up today & be totally prepared for the storms ahead!



The Training Clinic
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