



Training Clinic Moments October 2017

One of the hilarious mythical take aways from the movie, "My Big Fat Greek Wedding" was that Windex (the glass cleaner) was a multipurpose miracle!

Not only could clean your windows but also remove warts and cure poison ivy!

Another mythical prescription that we encounter every day is that a PowerPoint deck is a training class!

This is not only NOT funny but is a highly ineffective approach to your training efforts! Please read on as we unravel this mythical misnomer.



Designing A Training Program

Instructional design is the process of putting together a training program.

To be effective, every training program should be crafted by a professionally trained Instructional Designer.

When designing a training program, an instructional designer will work in partner with all stakeholders (client, managers, supervisors, subject matter experts, etc.) to analyze needs, apply some processes and produce the following materials for a training workshop:

- **Leader's or Trainer's Guide** - a roadmap of what the trainer will say and do. This can be written in outline format or scripted, depending upon a number of factors, and may also contains a list of supplies, descriptions, checklists and other tools to make the training successful.

- **Visual Aids** - those things that visually enhance the training and depend upon the learning objective you are trying to achieve. It *can* be a PowerPoint deck but that's just one choice. Other things include posters, white boards, actual products, worksheets, job aids, videos, etc. Again, a PowerPoint deck is a visual aid. That's it!
- **Participant Materials** - included here is a participant workbook and any additional handout materials. The workbook is NOT a copy of the PowerPoint but rather a document that contains a place where participants can take notes, review and complete case studies, self-assessments, examine tools, etc. For ease of use both during the training session and afterwards as a resource, it should also contain a table of contents, glossary of terms, and an index.

Remember, the goal of training employees is to bring them together and provide them the ultimate learning environment so that they leave with more skills and knowledge to do their jobs better than before the training.

A training program designed by a professional instructional designer will help achieve this goal.

Want more information on this topic and other design techniques?

Sign up for our

How To Design Effective Training

~or~

Certified Instructional Systems Designer.

Click [HERE](#) for more information.

Click [HERE](#) to check out our Public Workshops & Certification programs crafted just for you!

Need New Marketing Ideas?
Click [HERE](#) to join us on 11/7/17 for our free webinar: "Target, Bond, Go Get 'em! Marketing Training in Your Organization"



We hope you enjoy, use and share this week's Training Clinic Moment.
Please keep in touch along the way - we're all in this journey together!

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