

## Training Clinic Moments



October 2016

### Greetings!

In this autumnal month of magic and mayhem, make the time to take care of number one. Among the beauty of the dramatic changing leaves, brightly colored pumpkins, and brilliant, rich sunsets also comes the start of flu season, end of year projects, higher stress levels in the air at work and a general longing to stay in your comfy bed all day.

In this issue, we provide a few tips to keep YOU in tip top shape for this last leg of your training marathon. Also, check out our FREE webinar in December for more tips and encouragement (more information below in this newsletter).

Off you go!

## 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.

2017

**So.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!

2017

**DC Metro** March 6-7, Sept. 18-19  
**DFW** April 17-18, Oct. 2-3  
**SoCA** 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.

2016

**VILT**, Nov. 2, 4, 8, 10

2017

**ILT**

**DC** May 8-10, Nov. 1-3  
**DFW** April 19-21, Oct. 4-6

**SoCA** April 4-6, Sept. 18-20

VILT



Training is easy! You just stand up there and do it, right? WRONG!

Aside from being mentally taxing, this job can be extremely *physically* taxing. In fact, a trainer's job description should come with the following warning:

*High probably of headaches, dizziness, intestinal mayhem, sore feet, stiff neck, aching back and*

*painful knees.*

Here are some helpful tips to keep you in the best physical shape for your next event:

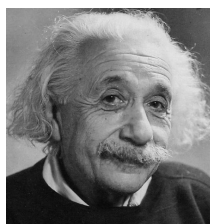
1. Get a good night's sleep. Sleep is NOT overrated and takes its toll over time. A solid 8 hours will do you a world of good. Turn off electronics an hour before bed and do some wind down activities like meditation, light reading, listening to music, etc.

2. Drink plenty of water. Your first instinct is to gulp down the caffeine but this actually causes dehydration and can lead to headaches or stomach upset.

3. Stretch and strengthen your core. Standing on your feet requires limber muscles and a strong core. Stretching with bands or a towel will help develop flexibility. Add in some crunches or a plank or two and you'll notice the difference!

4. Eat healthy. Stay away from processed and high sugar content foods. Again, they may provide a quick pick-me-up but later will result in a sharp crash in energy.

Be kind to yourself and take the time to prepare so that you can be fabulous YOU!



### Feed Your MIND!

What have you done for YOU lately? We are often so busy running around taking care of everyone else - especially at this time of year - that we forget to nourish ourselves.

Is there a workshop or seminar that you've been waiting to attend? Sign up now! No time for a whole day session? Sign up for an on-line webinar - Training Magazine Network has many great, FREE offerings: [www.trainingmagnetnetwork.com](http://www.trainingmagnetnetwork.com). In addition, there are lots of useful resources on Linda.com. In the mood to escape from work? Check out your local universities, community colleges or art centers for special speakers, after work concerts or even that pottery class you've been dying to take!

Whatever you decide to do, do it NOW! The end of the year pressure is on so do yourself a favor and give yourself the gift of growing you.



December FREE Webinar!

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.

2017  
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.

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

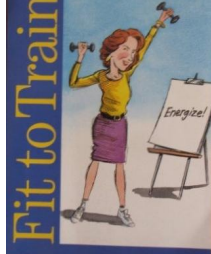


### CERTIFIED TRAINING COORDINATOR

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.

2017  
October 3, 5, 9, & 11



### December FREE Webinar Taking Care of #1: Functional Fitness for Trainers Wednesday, December 7 at 12pm Pacific/ 3pm Eastern

Exhausted at the end of a day of training? Sore feet? Cramped back? Throbbing head?

Your job as a trainer/facilitator is to always keep the best interest of your learners in mind.

You plan every move and craft each word coming from your lips to meet the needs of these folks. However, it's hard to be on top of your game if you are in pain or just dog tired! Let's face it: training is HARD, PHYSICAL work! And some days we are up to the task more than others.

In this fast-paced, interactive session we're going to share with you tips and techniques to make every training day an energized day and help you to:

- Stay relaxed
- Feel and look energized
- Avoid being wiped out at the end of the day

We will help you identify hazards and pitfalls that create fatigue and drain your energy. Lastly, we'll share practical strategies to renew your energy, protect your health and overcome barriers to energized training.

Join us and take care of YOU!

Click [HERE](#) to register.



### #tips4trainers from our recent tweets...

1. Use learner's names when you can. This is especially vital in online learning when the face-to-face interaction is taken away.
2. Asking, "What questions do you have?" vs. "Does anyone have any questions?" more easily facilitates conversation.
3. When doing virtual training, remember to use introductions and opening exercises to engage learners from the start!

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



### TRAINING MANAGER'S CORNER: Ramp Up Your SMEs!

In addition to surviving this mad dash to the end of the year, you're also planning and prepping for next year. Remember to add the recruitment and training of SMEs (Subject Matter Experts) to your plans. In the 40 years we've been in business, we have YET to hear from a Training Manager that they have enough or too many trainers! And, yes, even though this time of year is frantic, it is also the best time to recruit your SMEs for next year's program implementation.

Click [HERE](#) for a great article on tips to recruit SMEs!

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 & Bibbity Bobbity  
Boo -take care of YOU!



**Thank you...**

for your continued support and trust in The Training Clinic. As  
you work through your "summer brain" 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**

**The Training Clinic**

[www.thetrainingclinic.com](http://www.thetrainingclinic.com)

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