

Training Clinic Moments



February 2016

Greetings!

Rainbows. They're associated with hope, good luck and even pots of gold. But these majestic archways are also symbolic of gateways or portals implying some type of transformation. Most of you will agree that the L&D profession is in need of a transformation. A transformation that will move us from a "drive through for problems" to a strategic business partner who is respected for making a difference in performance!

In this month's newsletter we provide some tips and strategies to help you more easily make this transformation. With St. Patty's day quickly approaching, take up this challenge! Whether you are wearin' the green, putting on your Irish or just drinking some green beer, join us on this journey of transformation and find YOUR rainbow!

2015 Train the Trainer Public Workshops & Certifications

With our
signature brand of train the trainer
workshops, you'll walk away with



Mission Of Transformation

Too many tasks? Not really feelin' the love for L&D lately?
We've got just the remedy: Craft and implement a corporate
training function vision and mission statement.

Having a vision and mission statement for your L&D function

is critical to make the transformation from solely the deliverer of training to that of a

tools and techniques you need to get right away, awesome resources and new network contacts!

Click on the title below 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, April 11 & 12
VILT, April 26 & 28



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!

Atlanta, April 11 & 12
Dallas Fort Worth, May 2 & 3
DC Metro, May 16 & 17
Southern CA, April 25-26



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.

Dallas Fort Worth, May 4-6
VILT, May 18, 20, 24, 26



strategic business partner.

Essentially, your **VISION** is 'who' you are or expected to be in the future. Somewhat like, "Who I want to be when I grow up." Your vision should be in line with and complement the organization's vision.

A **MISSION** is the 'what' you need to do to achieve your vision, like a roadmap. The mission flows from the vision and provides you with a series of focused areas on which to concentrate your efforts. Missions can and should be revised with time. Visions seldom change, except in cases of mergers, acquisitions or marketplace shifts.

The benefits? Having a solid vision and mission statement helps you sort out all of those incoming activities you get bombarded with on a daily basis. You can separate those that are simply excessive activities and those that will keep you "on the map" to your vision. It will also help you **LOVE** your L&D function even more!

Having a well crafted corporate function vision and mission also helps strengthen your partnerships within the organization. Don't write it in a bubble. Get input from your L&D colleagues, your stakeholders and your clients. If you've never written one, click **HERE** and then search "Mission Critical" for some guidance.

Your mantra for the rest of the year? "Focus on results, not activities." Time to get your mission critical ON and grab that rainbow NOW!



Create Bridges Wherever You Go

Your bridge may not be as famous as the Ponte Vecchio in Florence, but you, too, can create fabulous bridges in your organization!

Now that you've crafted your corporate training function vision and mission statements, you'll need help to build your bridges. You can accomplish this through organizational partnerships. How to go about this? Here are a

few tips to get you going:

- 1. Identify your clients and your stakeholders.** Your clients are your "sponsors" or a project. They provide the resources to make it go or put the brakes on it. Your stakeholders are those who are directly affected by what you are doing. Each is important and each has a voice.
- 2. Treat each person as an individual.** This may be common sense but worth reminding yourself. You may often find yourself saying, "Oh, you know those financial types!" Finance is something someone does, not who they are. Get to know each of your partners on an individual basis. What's their background? How long have they been there? Where did they last go on vacation? What do they like to do when they're not at work?

3. Practice awesome interpersonal communication skills. Start with listening! Instead of thinking of the next thing to come out of your mouth, really listen to what the person in front of you is saying. Listen with your ears, your eyes and your heart. Are they having a bad day? Are they excited about a recent achievement? Show empathy and civility, two things that are often lacking in the workplace.



CERTIFIED TRAINING MANAGER (CTM) VILT

Starts JUNE 14

With the right practices, any training program can accelerate performance while delivering economic benefits; and as a focused and practical manager of a training function, you can lead the charge within your organization!



CERTIFIED TRAINING COORDINATOR (CTC), VILT

Starts APRIL 5

Take a consulting approach to coordinate and administer training more efficiently and effectively! we'll show you how to develop a training plan, be active - not reactive and maintain management support for training.



FACILITATION SKILLS FOR E-TRAINERS, VILT

Starts MAY 3

No, it's not a webinar - it's a workshop!

E-learners WILL multi-task! Your job as an e-facilitator will be to minimize the amount 'other focus' through actively engaging your virtual learners.

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

"I expected the material to be good but it was GREAT!"

~

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

~

"My boss needs to go through this!"

~

"As a new designer, I have found

4. **Offer support when they really need it.** Could they use some practice time and constructive feedback to improve a presentation? Are they stuck spiraling in their thinking to solve a problem? Do they just need to bounce some ideas off of someone else for a more objective point of view?

Once you start forming these relationships, you will see that the benefits multiply exponentially for all concerned. Take some time, focus outward, and get those bridges started!

Announcing: Evidence Based Certification!



We are *delighted* to announce our offering of **Evidence Based Certification** as part of our ongoing development and acknowledgment of experienced Learning and Development professionals worldwide.

We've received so many requests for a way for L&D professionals to validate their experience and results without taking an added certification course - and here it is!

What Is an Evidenced Based Certification?

Evidence based certification is a new way to become certified. It provides you with the opportunity to demonstrate your proficiency in performance standards to real-world workplace situations.

What's In It For You?

An Evidence Based Certification:

- Validates the multiple ways you have learned and developed proficiency.
- Recognizes your expertise in achieving business results.
- Demonstrates your value to your business partners.
- Attests to your knowledge as a professional.
- Distinguishes you from your competitors.

Click [HERE](#) for more information and get started earning recognition for your experience!

TRAINING MANAGER'S CORNER:

We're Here For You!



We know it's tough out there. That's why we're here for you! Did you know that in addition to our amazing corporate train the trainer programs, we also offer wonderful services to help lighten

your load.

Consulting

Have direct access to Maria and/or Melissa for your consulting needs. We will partner with you to delve into those nasty performance issues and then work with you to gain and or prep for your time with upper management. It's all about employees performing to meet the organization's goals and we're just the team to help you get it done!

Facilitation

Tough strategic meeting or process that needs an objective facilitator? We've helped many organizations effectively work through these challenges with a solid collaborative approach.

this class very beneficial. I'm excited to use these new skills!"

~

"Excellent, as always!"

~

Up your skills today and go grab that rainbow!



Instructional Design

We can help you re-design, edit or completely design a program that will fit your learner's needs.

Click **HERE** for more information about our professional services, please call Maria at 800-937-4698. Operators standing by!



Thank you...

for your continued support and trust in The Training Clinic. As you continue to move forward to build your bridges, remember we're only a phone call away. We would love to hear from you!

Team M & M:

Melissa Smith & Maria Chilcote

Managing Partners & Owners of The Training Clinic

The Training Clinic

www.thetrainingclinic.com

800-937-4698