



## **NEWSFLASH: TRAINING IS HARD!**

**You didn't see it coming.**

**You were doing your job just like you do every day (you're really good at it btw).**

**When outta the blue a member of management approached and said, "You're doing such a good job at *this*, that we're going to make you a TRAINER of *this*!"**

**And that's how it began.**

**You were thrust into a position you knew *nothing* about and, oh, by the way, received *no training* for it.**

**And you discovered quickly that training is hard work!**

**Who would have thought?**

If all of this sounds all too painfully familiar – we've got your back!

Let's start with first things first: the difference between a *presentation* and *training*:

- A presentation is a one-way communication, information-centered and the results come from listening to or reading information.
- Training is two-way communication, learner-centered and where results come from interaction and practice.

The second thing to know is that training is a science *and* an art. It requires a very specific skill and knowledge set that must be continually practiced and honed over time. When training looks easy, you're looking at a very skilled trainer!

Whether you are brand new to training or thrust into the role with no professional development, please click on the title below and join us:

### ***Welcome to Your New Job as Trainer – Now What?***

**One-hour Virtual Mini  
Wednesday, January 22, 2020  
1 pm ET/ 10 am PT**

In this session, you will:

- Describe behaviors of a successful trainer
- Identify the differences between basic and advanced training skills
- Use 20 adult learning concepts to relate to learners

If you're not familiar with our **Virtual Minis**, NOW is the *perfect time* to check them out! You can either sign up and attend live or purchase and view later. Either way, you'll receive a comprehensive workbook and open invitation to attend our monthly office hours.

Welcome to the wonderful world of training!

**Cheers,**

**Team M&M  
Melissa Smith & Maria Chilcote**



### **Look At What's Coming Up!**

**2/5: *Maintaining Your Sanity as a Department of One!***

One-hour virtual mini

**2/19: *Writing Realistic Instructional Objectives***

One-hour virtual mini

**3/4: *Be a Marketing Maven!***

One-hour virtual mini

**4/4: *Facilitate Training for Results! ILT***

One-day public/open workshop

**4/5: *Take Your Training from Snore to Score! ILT***



One-day public/open workshop

**5/5: Plan Training for Results! ILT**

One-day public/open workshop

**5/6: Design Amazing Learner Materials & Activities ILT**

One-day public/open workshop



Please join us during our **monthly office hours** to share ideas, highlight successes, seek advice or just hang out with kindred spirits!

All virtual office hours are held at 1 pm ET/ 10 am PT and are hosted by Team M&M!

Here's our schedule for the first half of 2020:

- January 24th**
- February 21st**
- March 20th**
- April 24th**

Click **HERE** to join us!

**The Training Clinic**  
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