

Training Clinic Moments



August 2016

Greetings!

No, we're not advocating that you actually snooze on the job. What we *are* saying is that now is the perfect time to press the "pause" button on your activity and reassess where you are, strategy wise, before the end of the year. It's not too late to switch gears, re-energize, and get everything on track for increasing performance in your organization.

This month's newsletter is dedicated to reassessment and re-energizing for a more powerful performance impact!

2016 - 2017
Train the Trainer
Public Workshops &

Where Do You Stand?

Certifications

We have LOTS to offer this fall AND our 2017 schedule is up!

Click on any title below to go to our website 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.

2016

Metro DC: Oct. 24-25

So CA: Nov. 14-15

VILT: Oct. 11 & 13

2017

Metro DC: March 8-9, Sept. 20-21

So CA: May 16-17, Sept. 25-26



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!

2016

Atlanta: Nov. 17-18

Dallas Ft Worth: Oct. 24-25

DC Metro: Oct. 3-4

Southern CA: Oct. 27-28

2017

DC Metro: March 6-7, Sept. 18-19

Dallas Ft Worth: 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

Dallas Ft Worth: Oct. 26-28



Now's a great time to assess the effectiveness of your work so far this year. Here are some "touchpoints" to help you determine what you've accomplished and where you need to dig in so you can finish the year on a high note:

1. Training Needs - What are the results of the workshops you've held this year? What performance has changed? How is this specific performance contributing to the organization's *overall* performance? What re-design or new design of programs are needed? Also, look for any organizational barriers that are getting in the way of folks performing and communicate them "up" in the organization.

2. Staff Development - What are you doing to develop your staff (if you're lucky to have one) in addition to adjunct trainers such as your SMEs (Subject Matter Experts)? What resources do you have for them including outside free resources such as webcast recordings, white papers, discussions or blogs? Click [HERE](#) for a list of our T&D articles!

3. Management Relationships - How are your internal networking efforts coming along? What relationships have you developed with clients and stakeholders? Which ones do you need to further develop? How will you go about doing it? Finding a mentor to help you navigate these relationships is always beneficial and they don't have to be in your department!

4. Marketing Efforts - What have you done to educate managers and supervisors about what you do? What type of print or digital media are you using to market your workshops, resources and programs? How often do you meet someone for lunch from another department to find out what is going on in their part of the business and how you can help them meet their goals? Marketing doesn't have to be another thing to do. It's all about connecting and communicating - and we're great at that!

Once you've had a chance to examine these basic areas, look at your plan for the remainder of the year and decide what has to be tweaked, added or deleted to help the organization meet its performance goals.



5 Ways to Re-Energize Your Efforts

1. Start with YOU! If your battery power is low you'll be of no help to anyone. Remember to incorporate some quiet time into each day to reflect, renew and refresh your energy level.

2. Join an outside networking group for fresh ideas and inspiration. So nice to get your ideas appreciated and pick up one or two new ones for yourself!

3. Do something fun with your staff or colleagues. If you don't have much budget, something as simple as holding a meeting offsite at a museum, garden or park can be just the thing to get creative juices going.

4. Ask your stakeholders how you're doing. And then REALLY listen to what they are saying and not saying. What are new and different things you can try

VILT: Nov. 2, 4, 8, 10

2017

DC Metro: May 8-10, Nov. 1-3
Dallas Ft Worth: April 19-21, Oct. 4-6
SoCA: April 4-6, Sept. 18-20
VILT: March 14, 16, 20, 22,
Nov. 7, 9, 13, 15



CERTIFIED INSTRUCTIONAL SYSTEMS DESIGNER (CISD)

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

VILT May 16, 18, 22, 24
Sept. 6, 8, 12, 14

Also coming in 2017...

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. Focus on effective methods to manage the entire scope of your organization's training effort.

VILT April 25, 27, May 2,4

CERTIFIED TRAINING COORDINATOR (CTC)

Be prepared to handle this highly demanding role and do it with a performance consulting base. After this workshop you will be armed with the tools, skills and insight to be the "glue" of your training department!

VILT Oct. 3, 5, 8, 11

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

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

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This course has been inspiring, validating,

from their perspective? Remember, perception is reality. It's much easier to get folks on board if you understand their perspective.

5. Start a "kudos" file. Every time you get a great message or feedback about the wonderful job you and your team is doing, bookmark it in a special place. Read them when you're feeling low, defeated or just plain old stuck. You'll be surprised at how these kind words will serve as a quick pick-me-up to help you forge ahead.

These are just some of our quick go-to ideas. What are yours?



back on the job

Bibbity Bobbity Boo! No More Boring Lectures for You!

Join us for this action packed, 1-hour, FREE webcast produced by our friends at Training Magazine Network. During this session you will learn to:

- Write directions and rules for a learning simulation
- Prepare participants BEFOREHAND for the learning session
- Develop information search activities with processing questions
- Create the components of an observation activity
- Craft demonstrations with skill performance checklists to be used in the training environment and

Click **HERE** for more information and registration. Join us to help make those boring lectures magically disappear!



Thank you...

for your continued support and trust in The Training Clinic. We'd love to hear some of your success stories as you assess and re-energize! Remember, we're all on this journey together!

Team M & M:

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

and most importantly provided me with many useful tools that I feel will make a huge impact on our daily operation.

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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!"

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Take a little breather and sign up today to assess and energize your efforts!



The Training Clinic

www.thetrainingclinic.com

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