

Training Clinic Moments



February 2017

Greetings!

We LOVE training! We've been doing it for 40 years and still marvel at all of the things we continue to learn on a daily basis. During this month of LOVE (and the rest of the year) we want you to join us in a renewed love for our craft. It is a skill, it is a profession and it is one of the most rewarding ways to help organizations achieve their performance goals.

Come join in the love!



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.

Southern 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!

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

ILT

Metro DC May 8-10, Nov. 1-3
DFW April 19-21, Oct. 4-6
Southern CA April 4-6, Sept. 18-20

VILT

March 14, 16, 20, 22
Nov. 7, 8, 13, 15



LOVE Your SMEs

What have you done lately for your SMEs?

This month renew your focus on recognizing these great folks. Here are just some of the many ideas we've heard from our clients for wholeHEARTedly celebrating their SMEs:

1. Provide a recognition luncheon/breakfast.
2. Have C-Execs present certificate/award at celebratory meeting.
3. Publish photos of SMEs in action in the into company/department newsletter.
4. Write an old fashion thank you note and hand deliver it with their favorite coffee, treat or a gift card.
5. Discover what THEY need for their further development and then provide opportunities for them to collaborate in order to gain their desired skills/knowledge.

As you can see, even with a limited budget you can make this happen. So show those SMEs some lovin' and continue to watch them grow!



Love Your Clients and Stakeholders

We are ALL about partnerships! Know who your clients and stakeholders (yes, there is a difference) are in the organization and ensure they are recognized for their efforts. In addition to the suggestions for loving up your SMEs, here are some "next level" ways you can provide

some client and stakeholder love to continue partnership growth:

1. Help them identify performance holes in their department/function and offer to help them reach desired performance.
2. Pull them in on your consulting projects and teach them about performance management.
3. Offer to attend their department meetings and provide a learning bite or two!
4. Simply ask, "How am I doing as your performance consultant and what can I do to better?"
5. Inform C-execs of their contributions and benefits to the organization while working on specific projects.

Remember, your inclusion on higher level work in the organization is not a reflection your abilities to do the work but rather your ability to partner and educate your clients and stakeholders.



Love YOU!

When was the last time you did something for yourself?

We thought so - WAY too long ago!

The most important love in all of this training love fest

is love of yourself! Take the time to re-energize yourself through a development opportunity. Your energy is vital to the sustainability and growth of your function and

CERTIFIED INSTRUCTIONAL SYSTEMS DESIGNER

Need to hit the ground running with your instructional design skills? Then this certification program is for you! This four day, VILT interactive program is for the subject matter expert or instructor who develops training.

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 in this highly interactive VILT program!

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. Join us in this highly interactive VILT program.

October 3, 5, 9, & 11



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.

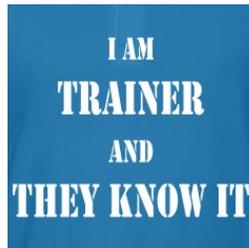
YOU!

We have some great train the trainer workshops and certifications to help you achieve your performance goals. Not allowed out of the office? We also offer virtual programs! Click [HERE](#) for more information on what we can offer you!

No money at this time? No worries. Get creative and network outside of your office with like organizations and groups. For example, Training Magazine Network has a tremendous repository of articles, webinars, publications, etc at their site and it's FREE to join. Click [HERE](#) for more information. You can even join our Training Clinic Group!

Not sure where to start? You can always give us a call. We love to chat!

BTW - this beautiful photo is of our newest CTMs (Certified Training Managers) from the Training 2017 conference in San Diego Congrats to all!



#tips4trainers from our recent tweets...

1. How to balance training? 5/8 content, 2/8 application, 1/8 set climate. How does YOURS measure up?
2. When setting up a physical classroom chose a seating arrangement that encourages the level of interaction you desire.
3. Goal Analysis is a great way to help managers focus on specific behaviors.

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



Thank you...

for your continued support and trust in The Training Clinic. As you continue to share the love, remember to reach out. We're only a phone call away and we're all in this journey together!

**Team M & M:
Melissa Smith & Maria Chilcote
Managing Partners & Owners of The Training Clinic**



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 & join in the love!



The Training Clinic
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