

Training Clinic Moments



September 2016

Greetings!

If you're like most of us, you enter into the fall season kicking and screaming.

We LOVE summer and everything it affords us: much anticipated beach trips that we've been planning all year, tall frosty glasses of lemonade and iced tea, L O N G days when we look out the window and say "It's 8:30 PM and still light outside!" and of course, those easy summer nights watching the fire flies without a care in the world!

Then all of a sudden we get SLAMMED into fall: back to school projects, sports activities, shorter days, hotter coffee and a L O N G list of things to accomplish before the end of the year. Your lazy-dazy summer brain is kicked into "I don't wanna do this" brain!

Relax. We've got you covered. In this month's issue you'll find some of our insider advice on how to get through this seasonal transition. So pour yourself a tall glass of iced tea, grab your shades for old time sake and read on!

2016-17 Train the Trainer 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.

2016

Metro DC Oct. 24-25,
VILT Oct. 11 & 13

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!

2016

Atlanta, Nov. 17-18
DC Metro, Oct. 3-4
SO CA, Oct. 27-28

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)

Each like you're training for trainings!



Find YOUR Navigation Bar!

Stop what you're doing and take 3 really deep breaths (and we mean deep, chest-filling breaths).

Feeling better? You should. Taking 3 deep breaths when you find your mind spinning will help you center your thoughts and be more productive. Lying on the ground is very helpful too, but for some reason it's socially unacceptable at work! ;-D

On to your tasks! Now that you're grounded, these next 5 steps will be much easier to accomplish.

1. Examine what is remaining on your list of projects to accomplish before the end of the year.

2. Take a close look at what is happening in your organization and put this list in order of need. *How is "need" determined?* Decide which projects will help the organization reach its goals for the year:

- What performance do you still need to help increase or build upon so that employees reach these goals?
- What recent changes have happened in your organization? Industry? Marketplace? Technology?

It's often helpful to sit down with your manager to gain more insight into priorities - you know how shifty they can be! (The priorities, NOT the managers.)

**Note that at this point you may receive some additional tasks, however now is also the time to take unneeded items off your plate. Identify those things that are NOT contributing to year-end performance goals. Don't hesitate to chat with your boss about ditching or sidelining these items. It may be that your boss was too busy with the bigger picture to notice these no-longer-as-important projects.*

3. Determine the resources needed: Money? Time? Extra bodies? Outside resources?

4. Prioritize the resources and get creative about how to obtain them! For example, need more trainers? Select and train some SMEs (Subject Matter Experts) to help in your efforts. It's a great way to accomplish your goals AND increase their bench-strength back on the job. Need additional funds but the boss says no money is available? Craft an ROI that shows that the cost of NOT doing an L&D intervention is much more than the intervention itself.

Sill not sure where to go? Remember you always have us as a sounding board. We have a full range of consulting services including facilitation, instructional design and performance consulting. We've managed training functions on shoestring budgets and lived to tell about it. AND we don't charge for chatting. Just give us a call!

5. Document what needs to happen in a solid plan and get your boss' approval. This is your roadmap for the remainder of the year. It will help you navigate what's ahead. It will also serve as a back-up resource when your boss adds another job to your now full list. At that point you can pull it out and say, "Where does this fit in to our year end goals?"

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

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.

2016

VILT October 5, 7, 12, 14

2017

May 16, 18, 22, 24

Sept. 9.6.12.14

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

Now that you're armed for the next few months, take more deep breaths when needed, push back when things start to pile on and last, but not least, know you are doing a terrific job!



Immersion Therapy

Although you'd rather be immersed in sand, salt water and boardwalk fries, it's time to re-immense yourself with people. Yes, the time to network is NOW!

Start with your boss. How is s/he doing? What does s/he need from you? It's always good to check in so you don't miss out on a possible opportunity to increase your visibility in the organization. Also, you may learn a thing or two along the way! Here are a few ways to immerse yourself today:

1. Check in on your staff and/or colleagues. What's happening in their world? How can you be of service to them? No, we're not trying to add to your "to do" list. We're demonstrating the most effective form of networking: reaching out to help others. You'll be surprised how many benefits YOU will receive in the process. Take time to stop at the coffee bar, the food truck, or even TALK in the elevator to catch up with these folks.
2. Connect in with supervisors and managers. How is their business going? How much turnover have they had? How are their new employee on-boarding efforts going? What obstacles do they seem to be continually hitting and how can you help? As L&D professionals, we are one of the few areas that "touches" everyone in the organization. Use this to your advantage. Pair up folks to share resources. It's amazing how a simple cubicle becomes a huge barrier to reaching out and sharing information. Are you seeing trends in identified obstacles companywide? What C-Exec should be informed of this trend? How can you help get the performance back on track?
3. Network outside of your organization. We LOVE to connect with others! Who knows where you will collect a kernel of an idea that will morph into the perfect solution for your organization! Join a local professional chapter or an online resource such as www.trainingmagazinenetwork.com.

As you are immersing yourself with people again, do so peacefully (remember the 3 deep breaths from the above article?). Everyone around you is probably spinning by this time of year. Help them help themselves by emitting an air of calmness, a spirit of generosity and a willingness to help. Doing so will increase your own visibility, credibility and influence within the organization.



#tips4trainers from our recent tweets...

1. When doing virtual training, remember introductions and opening exercises to engage learners from the start!
2. As a trainer, you have no control over what baggage learners bring into the the learning environment but every control over the learning experience they will have.

For more tips, follow us @ttrainingclinic, @mlchilcote and @melissasmithTTC

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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Sign up today and help shake that "summer brain" for a more productive you!



TRAINING MANAGER'S CORNER:

Take Care of Your Training Coordinator

If you have a training coordinator, consider yourself one lucky dog! Training coordinators are the glue that holds our L&D departments together. Their jobs are more expansive than ever, moving from the traditional roles of scheduling and monitoring to conducting training, interviewing vendors and even selecting and developing SMEs!

Given all they have on their plate, remember to give them some much deserved TLC. Recognize their efforts to upper management, reward their achievements and, above all, make sure they have all the needed training to be successful in this ever-expanding role. We offer a one-of-a-kind certification for these folks to help them excel in their role: Certified Training Coordinator: A Performance Consulting Approach to Coordinating The Training Function. Click [HERE](#) to learn more about this certification and take care of YOUR training coordinator!



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
800-937-4698