

# **TransitSCORE**

## **(Train-the-Trainer for Bus Operators)**

### **(Track 3 – Instructor-led)**

**February 21-23, 2018, 8:00 am – 4:00 pm**

**Courtyard by Marriott 1730 University Drive, State College, PA 16801**

**Prerequisites:** Track 1 and Track 2 – Computer-based online training.

**Training Details:** For those individuals who want to become trainers within their organizations, Track 3 is an instructor development program that teaches the concepts necessary to be an effective trainer.

**Lodging:** Courtyard by Marriott- \$124/night plus taxes. Reservations: (814) 238-1881. Room block is for 2/20 – 2/22. Rooms will be released 2/10/2018 (or when sold out).

**Course Registration:** Email Sara, PennTRAIN Coordinator, at [sara@ppta.net](mailto:sara@ppta.net).

**Attire:** Casual.

**Note:** *A portion of the training will occur outside, so please dress accordingly.*

**Meals:** Breaks and lunch provided. Dinner is “on your own.”

**Fee:** \$290 per person.

**[Cancellation Policy](#)** for PennTRAIN.

## **Course Description**

This training provides instruction and practice in the key skills required for successful training. Participants will develop and sharpen their own natural talents through brief lessons on adult learning principles, interactive exercises, and practice in “standing and delivering”—all in a lively and supportive environment. Includes hands-on training for securement of ADA mobility devices.

## **Trainers**

- ❖ Paul Caulfield, Dering Consulting
- ❖ Michael R. Noel, Noel Training & Consulting
- ❖ Carl Pysner, Lebanon Transit

## **Training Goals**

- ❖ Prepare for effective training sessions.
- ❖ Understand the basics of adult learning theory and preferred learning styles.
- ❖ Understand how to create relevance for training participants.
- ❖ Learn to constructively interact with training participants.
- ❖ Learn to utilize appropriate training techniques and methods.

## **Training Outcomes**

At the conclusion of this training, participants will be able to:

- ❖ Describe adult learning principles and how they affect participant learning.
- ❖ Identify various learning styles and state preference implications for instructors.
- ❖ Identify effective techniques for asking and answering questions, as well as handling participant responses.
- ❖ Demonstrate strategies for dealing with disruptive behavior during training.
- ❖ Design a lesson plan for a topic based on components used in the lesson plan template.
- ❖ Demonstrate effective training techniques through presentation exercises.

## **Outline of Course Content**

### **I. Introduction**

- A. Training Overview
- B. Characteristics of Effective Training
- C. Introductory Presentation

### **II. Creating Relevance for the Learner**

- A. Adult Learning Principles in Practice
- B. Addressing Preferred Learning Styles
- C. Types of Training Programs
- D. Creating Relevance Activity

### **III. Interacting with Participants**

- A. Motivating Participants
- B. Asking Questions
- C. Handling Responses
- D. Answering Questions
- E. Dealing with Disruptive Behavior

### **IV. Mastering Training Techniques and Methods**

- A. Managing Discussions so Everyone Gets to Talk
- B. Incorporating Reading Activities
- C. Using Case Studies
- D. Conducting Role Playing
- E. Doing Demonstrations
- F. Lesson Planning

### **V. Conclusion**

- A. Final Presentation Activity