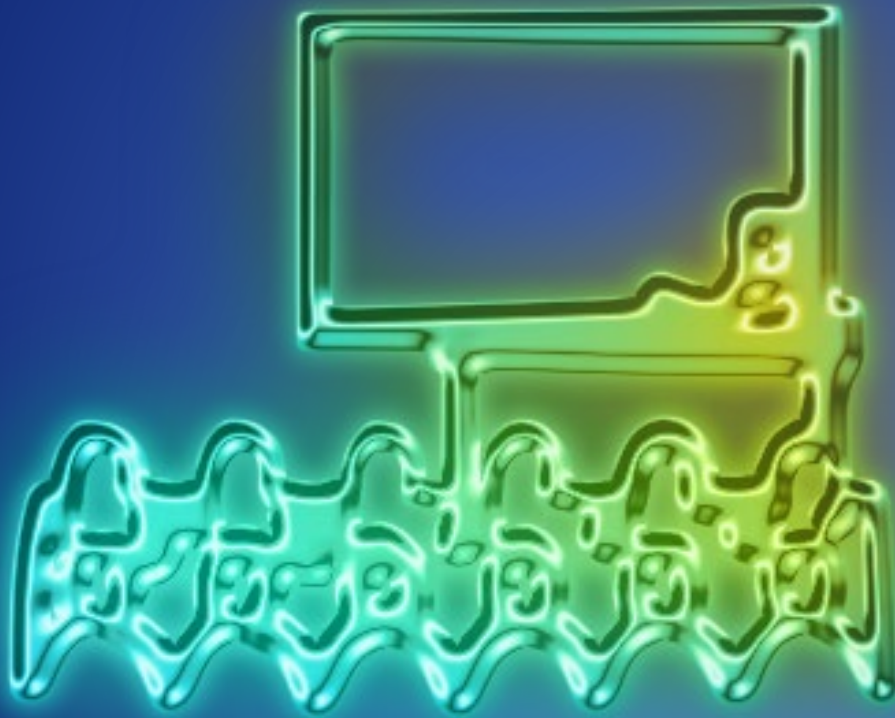
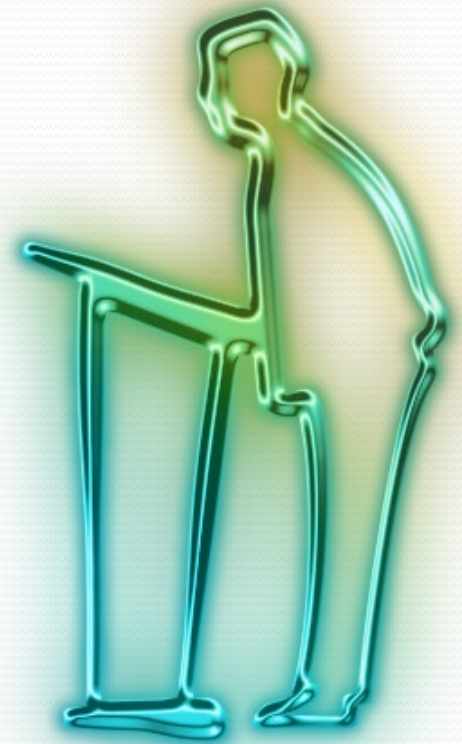


Train the Trainer

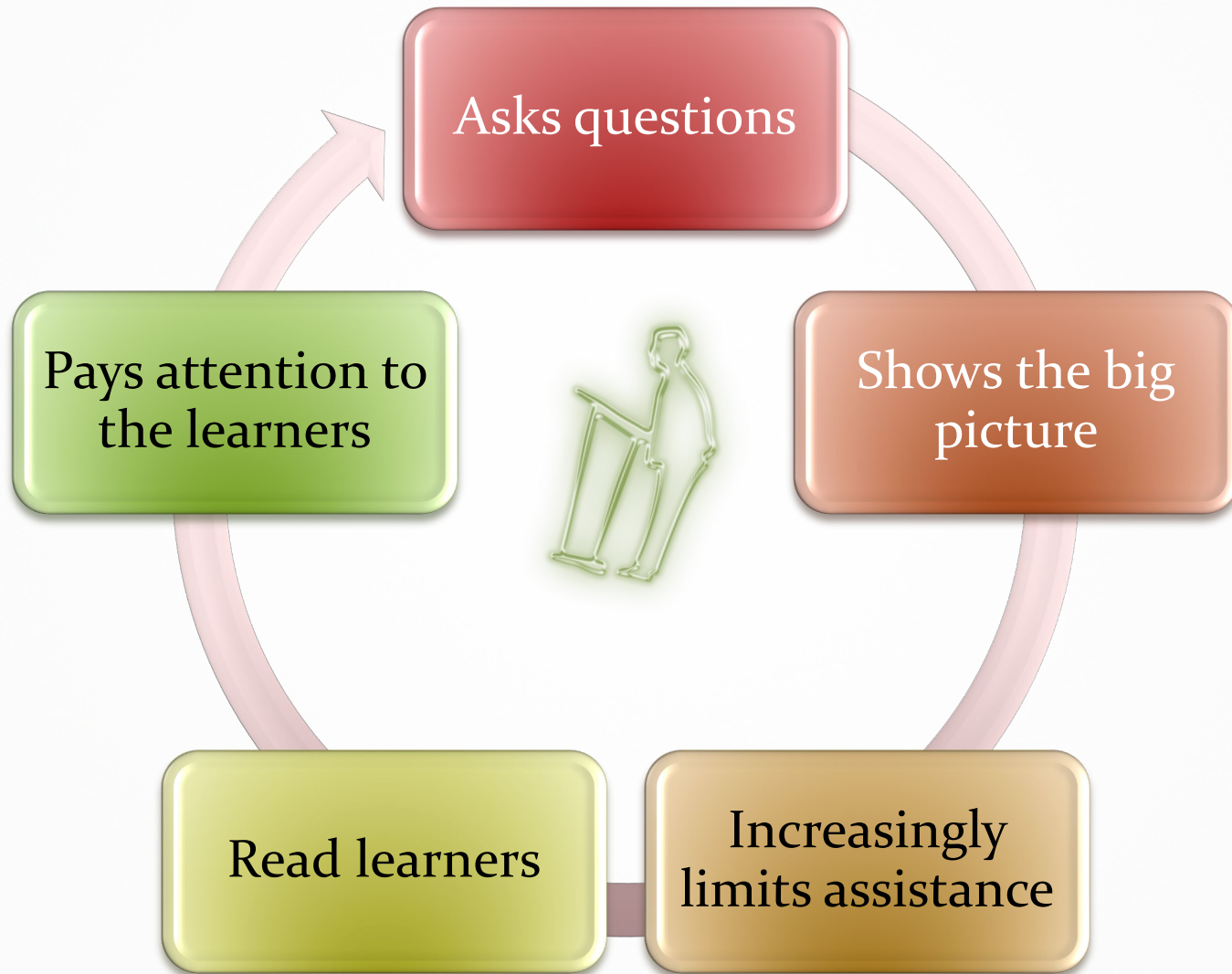
Critical Path Project
Philadelphia FIGHT



The Qualities of an Excellent Computer Trainer



Encouraging Independence



Adapting to Learners



Adapts

Encourages

Pays attention to
specific needs

Provides for
different learning
styles

Adapts to Learners

Uses real world
applications and
examples

Juggles with ability
levels



Preparation

Personal Preparation



Personal Preparation



Take the
time



Learn the
material



Speak your
own words

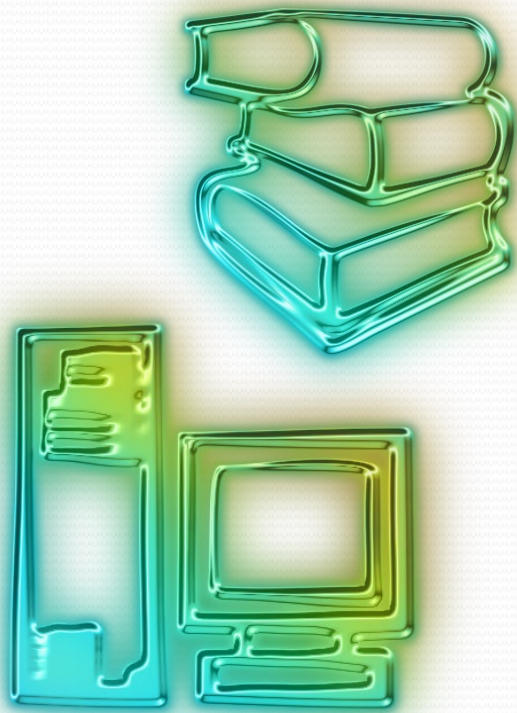


Use your
experience





The classroom is yours!



Training Preparation

Preparing the Class



Have at least an outline of the class content

Read and review the curriculum and lesson plans

Know the software

Make a list of possible problems or highlights

Preparing the Class Material

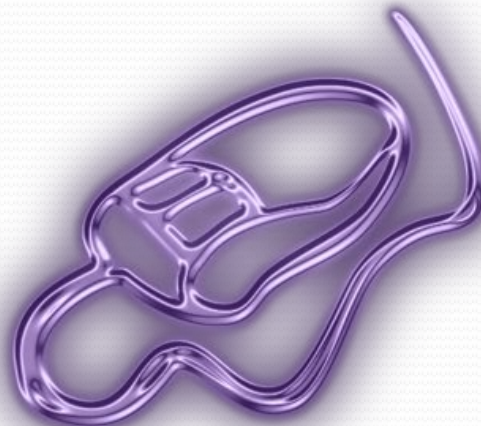
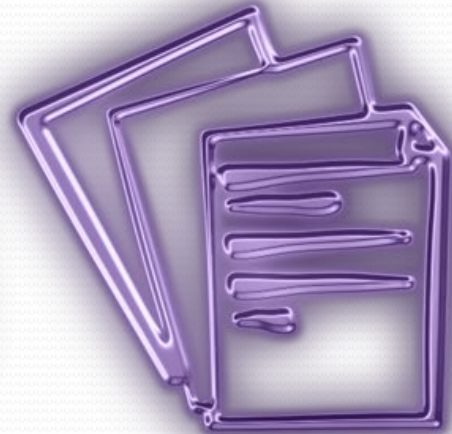
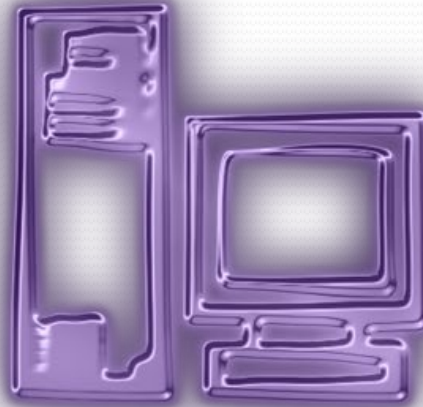
- Create reliable exercise files
- Have all the necessary materials
- Know the class information



Classroom Preparation



Classroom Preparation





The Class Goes!

Classroom Preparation



- allow time to ensure proper classroom setup



- All computers should be up and running

Preparation Do's and Don'ts



Do's

- Ensure that the hardware and software works properly
- Allow time before class for preparation
- Plan for software or hardware malfunctions

Don'ts



- Don't start the class without checking the hard/software
- Don't start preparing the class during teaching time
- Don't cancel the class due to lack of preparation



Delivering

Conducting the Training



Introductions

Introduce yourself



Inform about the class schedule

Let them know your style



Formally find information about them

Conducting the Training

Presentation - The four Steps

Overview of
the concept

Review and
clarification

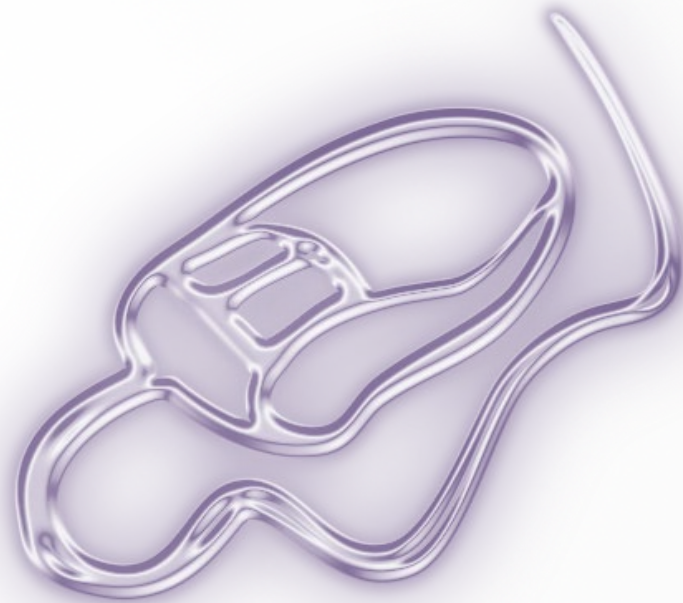
Assisted
exercise

Unassisted
exercise



Conducting the Training

- Presentation - Your Resources
 - Legible
 - Simple
 - Consistent
 - Organized
 - Appropriate



Conducting the Training

- Presentation - Linking Ideas
 - Explain Why or What-for
 - Show Structures and Patterns
 - Use Analogies



Conducting the Training

- Presentation - Engaging Students
 - "I'm a trainer, not a jester"
 - Use case studies or group projects
 - Use "Mind Breaks"

