

## CTT+ TRAIN THE TRAINER

Available Dates: **Call for Dates**

Class Length: **3 day**

Cost: **\$1,650**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

Earning the CTT+ certification designates you as an exceptional trainer in your field. As an instructor, you not only have to plan engaging classroom lectures, practice tasks and exams, but you must also be a knowledgeable and effective communicator. CTT+ certification provides comprehensive training standards to validate your skills in a traditional or virtual classroom environment, and ensures that you can teach effectively and step up to the front of the class with confidence.

#### Course Outline:

##### Module 1: Planning and preparation

- Topic A: Reviewing course objectives
- Topic B: Assessing learner and organization needs
- Topic C: Modifying content
- Topic D: Managing points of confusion and resistance
- Topic E: Creating an environment conducive to learning
- Topic F: Preparing yourself
- Topic G: Setting up the environment
- Topic H: Ensuring safety and comfort
- Topic I: Welcoming learners to the environment
- Topic J: Managing problems

##### Module 2: Exploring delivery methods and media

- Topic A: Selecting and implementing delivery methods
- Topic B: Examining characteristics of adult learners
- Topic C: Examining delivery methods
- Topic D: Using activities to assess comprehension
- Topic E: Using instructional media
- Topic F: Discussing instructional media

##### Module 3: Credibility and communications

- Topic A: Demonstrating professional conduct and content expertise
- Topic B: Discussing classroom etiquette
- Topic C: Demonstrating content expertise
- Topic D: Maintaining professional conduct
- Topic E: Using communication and presentation skills
- Topic F: Using verbal communication skills
- Topic G: Using non-verbal communication skills
- Topic H: Using presentation skills

##### Module 4: Group facilitation

- Topic A: Creating a learner-centered environment
- Topic B: Establishing a learner-centered environment
- Topic C: Maintaining a learner-centered environment
- Topic D: Using questions
- Topic E: Examining question types
- Topic F: Using question techniques
- Topic G: Addressing learner needs
- Topic H: Meeting learner needs
- Topic I: Providing additional encouragement
- Topic J: Motivating and reinforcing learners

##### Module 5: Evaluating a training event

- Topic A: Evaluating learner performance
- Topic B: Assessing performance

Topic C: Monitoring progress and promoting continued learning  
Topic D: Evaluating trainer performance  
Topic E: Evaluating training effectiveness  
Topic F: Understanding methods of evaluation  
Topic G: Performing an overall evaluation