



American Society for Training and Development (ASTD)

Cascadia Chapter

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Event Information

July 12, 2012

**Train the Trainer: Employee Development Skills for Trainers and Supervisors
with Jeff Toister**

Intended Audience

This workshop is ideal for:

- People who are new to training or employee development.
- This workshop is also good for "one-person training shops" or for people who don't have the official title of trainer but are still responsible for delivering training.

Overview

Trainers, human resources professionals, and supervisors are often tasked with helping their employees develop new skills. However, effective employee training requires more than just a slick PowerPoint! This fun, hands-on workshop shows participants how to rapidly develop employee training programs and individual development plans (IDPs), that really work.

The concept here is to work on the individual level to develop employees and on the group level to develop a training event or program.

The class incorporates a variety of interactive learning techniques including a simulation where participants get to design and deliver a mini training module.

Takeaways

Participants will receive the following tools and handouts (electronic copies will also be made available).

- Employee Development Worksheet that can be used to quickly create an individual development plan.
- Workshop Planning Tool that can be used to plan for a training event by including the participants, their supervisors, and the trainer.
- Participant Handout. A handout will be provided that contains worksheets, additional information, links to online resources, and space to take notes.

Outcomes

Participants will be able to do the following by the end of the workshop:

- Determine when training is, and is not, the most appropriate solution (either for an individual or an organization).
- Identify basic principles of adult learning and how to apply them to the learning environment (applicable whether classroom, online, OJT, etc).
- Apply the industry standard ADDIE model to quickly create low-cost training courses that deliver big results.

Any Required or Suggested Technologies

No technology required but the handout can be made available online for those who would prefer to view it on their iPad or other device.

Details

Date

Thursday, July 12, 2012

Time

8 am for Check in
8:30 am - Noon for Program

Location

OCDC
Training Room - Conference Center West
9140 SW Pioneer Ct, Suite D
Wilsonville, OR 97070

Please enter through the door with the sign that says Conference Room West.

For Transit options, click [here](#).
For Google maps, click [here](#).

Parking in the lot is free.

Cost

Early bird registration deadline is June 27, 2012.

Chapter Members and Partner Organizations
(click [here](#) for list):

\$20 / \$30 / \$40

Others:

\$49 / \$59 / \$69

Student Chapter Members:

\$15 / \$24 / \$35 (must be chapter member - contact
ASTD office for discount code)

First Price: Before the early bird registration deadline.

Second Price: After early bird date until online registration is closed (varies depending upon event but usually 2 weeks before the event).

Third Price: Price paid at door on day of event.

Buy complete registrations for 3 people; get a 4th person registered for free. Contact the [ASTD Office](#) for details.

Punch Card

Available to current Chapter members only

Pick up your punch card when you attend this Learning Event and start earning points towards a free Learning Event. For every 5 punches on the card, you can attend one Learning Event free.

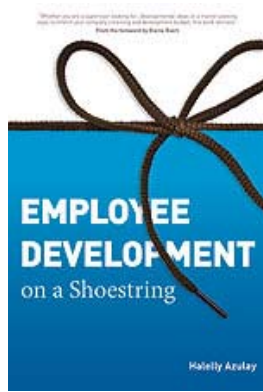
This benefit does not apply to any Chapter programs other than the Learning Event.

Refreshments

Light refreshments provided.

Special Notes

Class size limited to 50.



Jeff will be giving away a free copy of a newly published book called *Employee Development on a Shoestring* authored by Hallely Azulay. For more information on this book, click [here](#). Remember, if you are ordering anything from the ASTD online bookstore, be sure to use the chapter code of CH8029 to help raise money for the chapter. Thanks!

Cancellation Policy

To receive a refund, a written request (email) before the early bird date (listed above) must be received in the Chapter office. Refunds not available after the early bird date.

Reasonable Accommodation

ASTD-Cascadia Chapter is committed to providing reasonable accommodations at all its functions. If additional accommodations are needed, please contact the Chapter office as far ahead as possible before an event.

Click [here](#) for a color flyer.

Click [here](#) for the PDF version of this page.

Register Now!

Speaker



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Jeff Toister is a nationally recognized employee training expert who has been facilitating training sessions on leadership, supervisory skills, and customer service for more than 15 years. His company, Toister Performance Solutions, Inc. helps clients improve customer service through training, leadership development, and managing talent. Prior to starting his own company in 2005, Jeff was the Director of Training and Development for Ace Parking Management, Inc. a parking management company with 4,200 employees spread out over five states.

Jeff earned a Professional in Human Resources (PHR) certification in 2004. In 2006, he earned his Certified Professional in Learning & Performance (CPLP) credential from the American Society for Training and Development. Jeff is a Past President of ASTD's San Diego chapter where he is a recipient of the WillaMae M. Heitman Award for distinguished service and a two-time recipient of the President's Choice Award for outstanding service to the chapter president.

CPLP Recertification Credit

CPLPs earn one recertification point/credit for each physical hour of continuing education within one's current role/job or involving a new experience or content. You will need to keep records of the event and prepare any paperwork required by National ASTD. [CPLP Website](#).

The Chapter estimates 3 recertification hours for this workshop.



HRCI Recertification Credit

This program has been submitted to the HR Certification Institute for review.

The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.

For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

**Alignment with National ASTD's
Workplace Learning Profession Competency Model**

9 Areas of Expertise

Areas in **BOLD** will be addressed in this presentation.

1. Designing Learning
- 2. Improving Human Performance**
3. Delivering Training
4. Measuring and Evaluating
5. Facilitating Organizational Change
6. Managing the Learning Function
7. Coaching
8. Managing Organizational Knowledge
9. Career Planning and Talent Management

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