

Learning Event: Thursday, July 12, 2012

**ASTD - Cascadia Chapter**

Serving Oregon and SW Washington

## Train the Trainer: Employee Development Skills for Trainers and Supervisors

**Speaker:** Jeff Toister, CPLP

**Time:** 8 am for check in; 8:30 am – Noon for Program

**Location:** OCDC, Wilsonville, Oregon

**Cost:** \$20 for Chapter members; \$49 for others (prices increase June 27 and at door)



### 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.

### Required Prework

Participants should be working on a specific training program or employee development initiative in order to get the most from this workshop. There will be opportunities to discuss particular projects and attendees will be encouraged to apply lessons from the workshop to an actual project.

### Takeaways

- 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 to 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
- Identify basic principles of adult learning and how to apply them to training.
- Quickly create low-cost training courses that deliver big results.

### Areas of Expertise

*(based on National ASTD Workplace Learning Competency Model)*

2. Improving Human Performance

### CEUs Available

CPLP  
HRCI (approval requested)  
ISPI



**Jeff Toister, CPLP**  
Toister Solutions  
San Diego, CA

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.

### To Register

Visit [www.astdcascadia.org](http://www.astdcascadia.org), click on Events (top left corner), scroll to click on specific event.

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