



Instructor Training Course

This course will provide subject matter experts (SMEs) and potential instructors with the knowledge and skills necessary to conduct training effectively within their areas of expertise. On the first day, participants will present a 10-minute presentation on a job-related topic as a benchmark for future presentations. **Duration: 4.5 days**

TOPICS COVERED

Training Methods

- ▼ Lecture
- ▼ Demonstration
- ▼ Training Conference
- ▼ Practical Exercise

Instructor Lesson Plan Development

- ▼ Writing Learning Objectives and Evaluation
- ▼ Lesson Plan Formats

Personal Skills

- ▼ Voice Development: Speech for Instructors
- ▼ Questioning Skills

Audiovisual Development

- ▼ Training Media
- ▼ Presentation Preparation & Techniques

Understanding Roles

- ▼ The Role of the NTTP & TIPS Instructor
- ▼ The Responsibilities of Instructors

Management Skills

- ▼ Diversity of Learning Styles
- ▼ Understanding Your Adult Learn
- ▼ Managing Learner Interactions

WHO SHOULD ATTEND: Potential instructors for the Office of Surface Mining Reclamation and Enforcement Technical Training and other programs.

COMMENTS: Practice presentations will be video-recorded and critiqued by peers and training leaders. Please note that all participants must reside at the training site. All technical training program instructors must complete this course.

National Technical Training Program: (202) 208-2769