



Service Alternatives Training Institute

Advancing the Potential...

January 1, 2009 through December 31, 2009

Training Signups: training@servalt.net

425-273-3574 or 1-888-679-4051 (voice mail only)

TRAINING SKILLS ACADEMY

The Training Skills Academy is a four session course designed to develop your overall skills as a trainer or presenter. The sessions can be taken individually or as a whole series. All classes are 9:00 am to 5:00 pm at Service Alternatives' Bothell training site. Descriptions of each of the four classes are below:

Dynamic Presentations – In Dynamic Presentations, you will learn the Training Process and how it applies to your role. In addition, you will learn how to do audience assessments and cultural considerations. This session will also teach you how to use your voice, body, and gestures appropriately while presenting. This session will also discuss the different visual aids and its proper use.

June 9, 2009

September 22, 2009

Deeper Facilitation – In Deeper Facilitation, you will learn to increase your self-awareness on what you bring when facilitating. In addition, you will learn how to establish a safe and constructive learning environment. You will also discuss different methods of engaging the group, valuing diversity, and facilitation skills. You will also complete a self assessment at the end of the session to evaluate your own learning needs.

June 10, 2009

September 23, 2009

Curriculum Development & Designing Presentations – In Curriculum Development, you will learn the Training Development Process and the steps to create curricula. You will also learn how to do the front-end assessment and the initial steps of effective research. This session will also teach how to create learning objectives and how to incorporate different learning styles into your material. The session will also discuss issues of copyright and proper citation and references of research materials. In addition, you will also learn the basic guidelines in creating electronic presentations.

June 30, 2009

October 14, 2009

Multiculturalism in the Classroom - In Multiculturalism, you will learn how to use your “power” effectively and how to create an impact with your diverse audience. This session will discuss how to meet the different learning needs and styles of diverse audience while being an effective trainer or presenter. The session will discuss methods on how to apply the assessments from the previous sessions and be aware of cultural considerations.

July 1, 2009

October 15, 2009