



Talent Development Community

News & Resources from the TDC

Edition 2-October 2017

Introduction

This edition of the TDC Newsletter contains an exciting update about the **Instructional Skills Training for Trainers** course. Members of the TDC Steering Committee worked diligently to create a course for those who are new to training or conduct training as a subject matter expert. (SMEs). In the article below, Jennifer Nichols offers a compelling account of how valuable the new class will be for new trainers. The TDC is continuing to pilot the course and make improvements. Stay tuned for further announcements related to this initiative.

Also, in this issue, please find a checklist to use for conducting effective training sessions, and several [Learning On Demand](#) courses related to the competency **Guiding, Directing, and Motivating Subordinates and Staff**.

We appreciate your continued support of the TDC.

Instructional Skills Training for Trainers

Guest Author: Jennifer Nichols, Training Officer, OBM

I had the pleasure of attending the pilot Instructional Skills Training for Trainers, led by the Department of Administrative Services (DAS). The course is designed to cover the basics of training for individuals who don't normally work in the training environment. It was a two-day course and learners participated in activities centered on intensive instruction, with topics ranging from the ADDIE model and styles of learning to the basics of training administration.

[Continued on Page 2](#)

Don't Miss This

Checklist of 5 Key Items for a Successful Training Session



It's a good practice to make a list of all the critical things we need to remember before we deliver a training session.

This blog post from **Langevin Learning Services** shares five things to do before a training session to make sure it goes off without a hitch.

[View the Article](#)

Save the Date: TDC Liaison Meeting - October 26 @ 1:30PM

For Your Improvement

[Learning on Demand](#) has an immense library of courses that are available to State of Ohio employees (both exempt and IT professionals). **Please log-in to LOD before accessing these courses.**

Guiding, Directing, and Motivating Subordinates and Staff

[Motivation Pocketbook, 2nd Edition](#)
(Book)



[Engagement is More Than Motivation](#)
(Video)



[Effectively Delegating as a Manager](#)
(Course)



Instructional Skills Training for Trainers (Cont'd)

Having attended five (5) years of graduate education specializing in curriculum and instructional design, along with 18 years of developing classes and teaching, I felt I was well-versed in many of the topics we covered. However, it's very easy to miss the practical applications of these models and theories when working with tight schedules, coordinating and administering training classes and programs, running from meeting to meeting, and developing materials every day.

I found that the course was a great way to:

- 1) refresh my memory of **adult learning theory**;
- 2) understand the appropriate use and application of the **ADDIE model and methods**; and
- 3) **apply adult learning theory** to what I do every day in the office.

Theory is the forest where my instructional treehouse resides. I spend a lot of time dealing with the leaves and branches every day and forget that I actually work in that forest.



The training program gave me the opportunity to take a step back and look at the big picture to find better ways to design, implement, and facilitate. It also included putting these theories immediately into practice. The second day of training was devoted to designing and implementing micro-teaching events that covered the content we had just learned – the ultimate teach-back activity. We were given only a few hours to prepare a 15-20 minute presentation that we had designed and developed ourselves. We received immediate feedback from our peers and colleagues in the class. The entire program was a lesson in best-practices, modeling what we could and should be doing in all of our training events across the state.

For inexperienced trainers and SMEs, the Instructional Skills Training for Trainers program offers a broad range of vital content in a small but concise, targeted, digestible format. It also provides the practical, hands-on experience of analyzing, developing, designing, implementing, and evaluating a training within a safe environment where those who are new to facilitating and speaking in groups can be free to experiment and learn. DAS provided helpful resource materials in the learner guide that can be used as a guidebook once a trainer returns to his or her desk. With this course, potential SMEs can grow their skill sets and receive constructive feedback before they are pushed to the front of the classroom.



-Jennifer Nichols, Training Officer, OBM

Jennifer Nichols has been working in education and curriculum development for the last 18 years and came to OBM from academia and currently co-coordinates the [Ohio Fiscal Academy](#). Jennifer has previous work experience in the federal government and higher education administration. Her experience includes teaching adult learners and K-12 education. She has helped to build academic programs at several institutions in the central Ohio area. Outside of her professional involvement, she enjoys learning new languages and working with diverse groups of people.

Fun fact: Jennifer once took a midnight train to Georgia – the country, not the state – and it was totally by accident.

Welcome New TDC Steering Committee Members

The following individuals have joined the TDC Steering Committee. We are grateful for their time and expertise.

- **Matthew Gill**, BWC will lead the [Training and Development Subcommittee](#)
- **Abbie Frase**, MCD will support the [Training and Development Subcommittee](#)
- **Michelle Peasley**, GOV will serve the [Collaborative Partnership Subcommittee](#)

Visit the TDC website for more updates and useful tools:

<http://www.das.ohio.gov/Divisions/HumanResources/LearningandProfessionalDevelopment/TalentDevelopmentCommunity.aspx>