



Instructional Mastery

Audience: Anyone who facilitates (or will be facilitating) adult learning sessions

Size: 8 - 14 participants (up to 20 with modifications)

Length: 2 days (1- day configurations available)

Description:

This workshop will guide instructors in learning and practicing the skills and strategies that can transform routine training sessions into powerful learning experiences. New instructors will have an opportunity to develop skills and build confidence, and experienced instructors will focus on adding accelerated learning methods to their repertoire while polishing their personal style. To encourage maximum participation and partnership, this workshop employs a mix of teaching methods including interactive group work, experiential activities, video-taped feedback, and focused discussion.

Session Topics:

- **Self Management** – Developing and projecting confidence and enthusiasm in front of the class.
- **Delivery Effectiveness** – Building rapport, using questions effectively, and using multiple modalities to engage participants with diverse learning styles.
- **Session Management** – Ensuring curriculum is mastered while maintaining an environment that is respectful and responsive to the learners. Handling special situations like hecklers and harpoons.
- **Front-end Preparation** – Practicing content, setting-up the room, learning about the audience and preparing appropriate and memorable activities and visual aids.
- **Software Applications** – Tips and traps for effectively facilitating software user training. (optional)