

TRAINING-OF-TRAINERS (TOT) BOOTCAMP: ESSENTIAL PLANNING AND COMMUNICATION TOOLS FOR TRAINING PROFESSIONALLY A TRAINING COURSE

Washington, DC
April 26 - 30, 2010



ALL COURSE PARTICIPANTS RECEIVE A LAPTOP COMPUTER!

COURSE HIGHLIGHTS:

- Learn the linkages between knowledge management and effective capacity building
- Learn how to design and implement training events that produce results and end products
- Learn what makes for effective instructional design and instructor presentations
- Learn how to integrate technology into your training events
- Learn how to use evaluation and feedback mechanisms to improve training delivery
- Develop a short video presentation for review by fellow participants
- For those in IP3 certification programs, learn the training skills necessary to increase your marketability in your own organization
- Network and build professional relationships with your fellow participants and leading educators and trainers

REGISTER ONLINE!

www.ip3.org

“Over the past 15 years, IP3 has conducted hundreds of international technical training events for thousands of trainees. Our experience in managing training events and using experimental training methodologies is unparalleled. It’s our turn now to impart some of our wisdom learned in the process to those individuals and organizations truly committed to a sustainable development model.”

Join us in Washington, DC to learn the latest skills and techniques to meet this goal!”

*Thomas H. White
Chief Executive Officer, IP3*

Course Sponsor



**THE INSTITUTE FOR
PUBLIC-PRIVATE PARTNERSHIPS**



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COURSE LEARNING OBJECTIVES

Successful knowledge transfer and sustainable development starts with effective capacity needs analysis and well-designed training programs that are led by exceptional facilitators and trainers. However, these are resources that are scarce, and often training does not meet the standards and objectives required by organizations. Capacity building is a dynamic activity and is “mission-critical” for organizations to have their own capability to plan and conduct high-quality, professional, and technologically advanced training programs for their own needs and for their constituents and partners.

This course is designed for organizations and individuals to identify, plan, and implement successful training events. Through practical, process-oriented sessions on how to manage effective training events and utilize proven training and communication techniques, participants will acquire the skills to not only develop professional courses, but also with the knowledge of how to lead interactive and “adult learning” training experiences.

COURSE CONTENT

Module I: Design and Plan Successful Training Events — Training Needs Assessment

- Conducting an organized training needs assessment
- Determining the goals and objectives of your training events
- Determining the duration and location of the training event
- Identifying the needs and requirements of your audience
- Effective marketing of your event

Module II: Instructional Design Tools and Delivery Methods

- Key elements of training course development
- Using lectures and presentations to effectively convey key concepts and ideas
- Applying case studies and demonstrations to illustrate training concepts
- Utilizing simulation exercises to create hands-on practical experiences
- Creating effective evaluation tools for sound feedback

Module III: Presentation Skills for Technical Training Delivery

- Understanding the importance of style and presence in presentations
- Knowing when to facilitate and when to teach
- Adaptation of presentations to differing audiences
- Why practice is so critical to successful presentations
- Using slide presentation tools effectively
- Mastering public speaking and training communication skills

Module IV: Training in an Online Environment

- Understanding the different online learning delivery systems: asynchronous and synchronous
- Planning for webcasts, group-interactive, and self-paced training events
- Opportunity appraisal and analysis techniques
- Understanding Internet and bandwidth limitations on the different online training systems

Module V: Participant Video Presentation Assessment

During the course, and as part of the action planning process, each participant will prepare a short video presentation that will be previewed on the last day. Working in small groups, participants and IP3 facilitators will review the video using web-based tools and provide constructive feedback to each participant.

WHO SHOULD ATTEND

Human Resource Managers of government agencies/ ministries, regulatory authorities, and utilities

Technical Training Specialists from government agencies/ ministries, regulatory authorities, and utilities

IP3 alumni who are in the Certification Specialist Programs

Staff of Bilateral and Multilateral International Organizations involved with sustainable development projects

HR and Training Specialists from private firms and NGOs

DATE, LOCATION & COST

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|--------------|-------------------|
| DATES: | APRIL 26-30, 2010 |
| LOCATION: | WASHINGTON, DC |
| TUITION: | \$3,250 |
| COURSE CODE: | 1010-WA |
| CEUs EARNED: | 3.0 CEUs |

TECHNOLOGY AND LEARNING AT IP3

Since our founding, IP3 has proudly recognized the importance of technology in our capacity building programs. We have provided thousands of participants with laptop computers and relevant software packages which have been integrated into computer-based problem/case study solving exercises; simulated financial, economic, and legal modeling sessions; Internet-based research activities; communication tools; and Action Planning programming. In this course, each participant will receive a new mobile Intel® Pentium® 4 or Celeron® laptop computer to take advantage of this integration of learning technologies offered during the course and after their return to the office.

INSTITUTE FOR PUBLIC-PRIVATE PARTNERSHIPS

The Institute for Public-Private Partnerships, Inc. (IP3) is an international training and consulting firm that focuses on advancing public-private partnership programs and opportunities, regulation operations and management initiatives, and competitive utility management reform in the environmental (waste/sanitation and solid waste), energy, transportation, technology, municipal service, health, and education sectors. Since 1994, we have trained over 30,000 professionals from over 150 countries worldwide.

For More Information and to Register:

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Register Online at: www.ip3.org

Contact us about Professional Certification Programs!