



CERTIFICATE IN ADULT TRAINING & DEVELOPMENT

MODULE 1 – UNDERSTANDING THE ADULT LEARNER

- Key principles and process of adult learning & training
- About you as the adult learner – trainer competencies, personal learning goals, and value clarification
- Factors outside of the learner – environment, learner-centered and experiential approaches
- Factors within the learner – learning style and other differences, motivation to learn

MODULE 2 – NEEDS ASSESSMENT & EVALUATION

- Examine factors that affect performance
- Develop a needs assessment strategy to respond to a variety of situations
- Explore a range of data collection methods (organization audits, focus groups, nominal group technique, surveys and interviews)
- Use these tools in class and receive feedback on “live” application
- How to apply all the above in the evaluation process

MODULE 3 – INSTRUCTIONAL DESIGN

- Learn a step-by-step process for designing performance-based training, grounded in principles adult learning
- Practice writing learning objectives based on a task or competency analysis with subject matter experts
- Practice designing tests for learning objectives
- Compare the benefits of different delivery methods
- Learn how to validate and evaluate your training design

MODULE 4 – PRESENTATION DESIGN & DELIVERY

- Optimize your impact through the design of your message and the quality of your delivery
- Clarify your purpose, setting behavioural objectives, experimenting with creative ways to present
- Use visual aids effectively
- Practice your delivery in a safe, supportive environment, and examine the outcome through videotape and verbal feedback from participants

MODULE 5 – FACILITATION SKILLS

- Learn how to increase interest, learning, motivation and accountability among participants
- Understand the phases of group development and how to respond as a leader
- Learn how to deal with conflict, how to give feedback constructively, how to read the symptoms of a group or program in trouble, and what to do about it
- Practice your facilitation skills in a safe, supportive environment

THREE PRACTICUM OPTIONS

- **ADDIE Option:** The focus of this option is on what you learn about the design and development of training
- **Skill Demo in Instructional Design Option:** The focus of this option is to demonstrate a good grasp of the essentials of instructional design
- **CSTD partnership**



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CERTIFICATE IN ADULT TRAINING & DEVELOPMENT

Ontario Institute for Studies in Education/University of Toronto

Certificate in Adult Training and Development

The certificate Program in Adult Training and Development is for adult educators, trainers, facilitators, leaders and managers who are in the business of helping adults to learn.

The complete program consists of five 3 day experience based in-class modules with an out-of-class practicum component.

SPECIAL FEATURES OF THE PROGRAM

The program models the principles and practices of effective adult teaching, using an experiential approach that balances theory and practice. Modules include short theory presentations, structured experiences, case examples, small and large group discussion, video feedback, audio-visual support, a collection of print materials for each module and references for further reading.

- Led by some of Canada's most skillful facilitators, with experience across the public, private and not-for-profit sectors
- A long-time reputation for superb quality in teaching, content and responsiveness to our learners
- Complete coverage of the theory and practice of effective adult education, including practical skills in needs analysis, design, presentation, facilitation and training evaluation
- The world-renowned reputation of an OISE/UT certification, for very low cost

FOR MORE INFORMATION PLEASE CONTACT US

OISE Continuing Education

WEBSITE: http://conted.oise.utoronto.ca/Certificate_in_Adult_Training_and_Development/

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