

Training Basics: Developing Basic Presentation and Active Learning Skills

The Early Childhood Project (ECP) offers Training Basics registration twice each year. Registration forms are available from the ECP or sandra.morris@mso.umt.edu. Feel free to call the ECP at 1-800-213-6310 or 406-404-1624 Ext. 304 with questions.

Registration/application deadlines:

Who: a) individuals who are new to conducting training and presentations and b) experienced trainers/instructors who wish to refresh their presentation and active learning strategies

What: 32 - 48 hours of reading about and implementing basic presentation and active learning skills in 6 – 12 of your own already-scheduled training sessions (16 lessons total; 2 – 3 hours/lesson)

When: Start dates coincide with The University of Montana – Missoula Fall and Spring Semesters. Individuals taking Training Basics for academic credit must complete within the semester they apply for credit. Individuals who do not choose academic credit have up to six months to complete.

How: Distance-based course using mail and e-mail

Why: Enhance your training and presentation skills and receive 15 Montana-approved training hours or one UM academic credit

Registration Fee: \$25 for Montana residents; \$275 for out-of-state residents. UM academic credit costs an additional \$135. Course information and registration details will be posted at www.mtecp.org in August and December each year on the home page's left sidebar *What's New?*

Instructor: Sandra Morris, Child Care plus+

General Overview: Good early childhood training has never been more important and good trainers/instructors have never been in more demand. As a workshop leader, your job is to ignite a passion for learning and engage your participants as active partners in the learning process. The Training Basics text and workbook help you achieve that goal. They provide the tools and the practice you need to design and deliver “high content, high involvement and high-energy training” (Paula Jorde Bloom, 2000).

If you are a novice at presenting workshops, you will find Training Basics an indispensable course to get you started. It helps you gain the confidence you need to communicate your ideas with conviction, control, and poise. You learn how to organize your ideas, set up the learning environment, and deal with anxiety. If you are a seasoned trainer, the tips and techniques in Training Basics help you sharpen your presentation skills so you can respond to the subtle cues in your participants' expressions, questions, and responses. You learn how to “anchor your message in the hearts and minds of the participants attending your training” (Paula Jorde Bloom, 2000).

Quote from past participant:

“WOW! I have to say it is amazing to see how much I have changed in the last couple of months. Of course there are some [areas] that I could still improve on, but over all I am really impressed with how much I have grown as a trainer. I have grown some in each area. For instance, I am clear about my workshop goals and desired outcomes, in planning, I write down key ideas first then build around them, my visuals are simple, easy to read, and eye-catching. I also plan ways for participants to share insights with one another, I emphasize how participants can apply the concepts I present, I maintain eye contact with my participants, and I pace myself so I don't feel rushed at the end of the session. All of these plus much more are areas I have grown in.” Casey Johnson, Butte 4Cs Trainer