



## ***Training and Development Certificate Program***

Cleveland State's highly regarded, popular **Train the Trainer** program has been updated and renamed to reflect the needs of today's learning professionals. Now offered through **CSU's Adult Learning and Development Program** in the Department of Counseling, Administration, Supervision and Adult Learning (CASAL), this non-credit, professional development program will help you develop the knowledge you need for success in today's training field. You'll gain the skills and credentials you need to advance as a learning and development professional.

**The New Training and Development Certificate Program** takes you through an overview of adult learning principles, the planning and design of effective training, and gives you a working knowledge of the evaluation process. You'll also develop skills in needs assessment and analysis, and learn how to design and use training strategies and techniques.

### **Who Should Attend**

Trainers, instructors, designers, analysts and training supervisors who want to gain the knowledge, skills, and confidence necessary to take their career to the next professional level.

**Content:** Seven days of classes taught by expert training professionals. Four required core classes and two days of electives – a total of 49 contact hours [4.9 CEUs]. Core classes have been approved for credit hours toward PHR and SPHR recertification through the HR Certification Institute (HRCI). Content is aligned with ASTD's CPLP competencies. *Classes may also be taken individually, with no obligation to complete the entire certificate program.*

### **Core Classes**

- Training and Development Basics: An Introduction – 1 day
- Needs Assessment and Analysis – 1 day
- Instructional Design and Development – 2 days
- Program Implementation and Evaluation – 1 day

### **Elective Classes (additional elective classes coming in late Spring 2012)**

Select two days of classes from options such as:

- Classroom Presentation Skills – 2 days
- Creative Training and Presentation Handouts – 1 day
- Online Learning in Training and Development – online, equivalent to 1 day

## **Spring 2012 Classes Begin February 24th! Register Today!**

For full *Training and Development Certificate Program* information, visit

[http://www.csuohio.edu/ce/td\\_cert.html](http://www.csuohio.edu/ce/td_cert.html), e-mail [cecasal@csuohio.edu](mailto:cecasal@csuohio.edu), or call 216-687-3867

A 15% discount is available for CSU Alumni and for ASTD members.

Please request the discount upon registration. Only one discount per registration is permitted.

# **CSU Training and Development Certificate Program**

## **Core Course Schedule: Spring 2012**

### **Training and Development Basics: An Introduction**

What is the field of training and development all about? Whether you are someone who is new to adult learning, a human resources professional who needs to know more about training, technical writer, business owner or manager, you will enjoy this hands-on class. You'll explore learning styles, a model for training and development, and various learning profession options.

Friday, February 24, 2012

8:30 am-4:30 pm, 7 contact hours

Instructor: Cynthia Parish, MPA

CSU Main Campus, Julka Hall

\$359\* (includes all materials and lunch)

Course Number: TDCE 1

### **Needs Assessment and Analysis**

This interactive workshop explores the process, methods, and tools professional trainers can utilize to assess their organization's training program needs. You'll learn:

- The purposes of needs assessments
- Guidelines for gathering data
- Information sources for needs assessment
- The process, advantages, and disadvantages of various data gathering methods
- How to design survey questions
- Basic data analysis methods

Friday, March 2, 2012

8:30 am-4:30 pm, 7 contact hours

Instructor: Robert Vaughn, Ph.D.

CSU Main Campus, Julka Hall

\$359\* (includes all materials and lunch)

Course Number: TDCE 5

### **Instructional Design and Development**

Successful course development is a combination of art and science. This two-day workshop is designed for new instructional designers or trainers who design. Following the maxim "we learn by doing," this workshop provides hands-on activities for exploring ways to develop effective training. The course will focus primarily on planning small to mid-sized training and development projects. You'll learn to translate needs assessment results into learning objectives; select training methodologies and techniques; create course descriptions; and design course outlines, course materials, and instructor guides.

Fridays, April 20 and 27, 2012

8:30 am-4:30 pm, 14 contact hours

Instructor: Amy Edmonds, MBA

CSU Main Campus, Julka Hall

\$659\* (includes all materials and lunch)

Course Number: TDCE 4

### **Program Implementation and Evaluation**

In this fast-paced one-day class, you'll learn about implementing various types of training programs, including OJT (on-the-job-training), technology-based programs, and classroom training. Discover how to make sure that students learn and transfer that learning to their jobs. Become familiar with methodologies for measuring individual and organizational learning outcomes.

Friday, May 18, 2012

8:30 am-4:30 pm, 7 contact hours

Instructor: Robert Vaughn, Ph.D.

CSU Main Campus, Julka Hall

\$359\* (includes all materials and lunch)

Course Number: TDCE 7

### **Training and Development Core Series: Course Number TDCE 8**

Enroll in all four core courses for the dates listed above at a special, discounted rate of \$1499.

***\*Save nearly 15%!***

**Register for the four-course core series (TDCE 8) and pay only \$1499!**

**(no other discounts apply)**

# **CSU Training and Development Certificate Program**

## **Elective Course Schedule: Spring 2012**

Choose two days of classes (or 14 contact hours) to fulfill elective requirements.

### **Classroom Presentation Skills**

Learn to face every class with confidence! In this two-day course, teachers and trainers will develop skill in organizing course content and delivering effective presentations. You'll identify how students learn, develop effective training experiences including alternatives to lectures, and deal with common classroom distractions. Effective use of teaching aids to support class content and engagement of learners will also be covered. Put your skill to the test by creating presentations which will be videotaped so you can be evaluated in class and then take it home with you.

If you've completed Training and Development core classes, this two-day program will give you practical tips and experience to tie the program together. For those who have gained their training knowledge and experience elsewhere, this course will sharpen your skills and let you see yourself in action on video.

Fridays, March 23 and 30, 2012  
8:30 am-4:30 pm, 14 contact hours  
Instructor: Susan Congdon, MA

CSU Main Campus, Julka Hall  
\$659 (includes all materials and lunch)  
Course Number: TDCE 2

### **Creative Training and Presentation Handouts**

Are you tired of creating the same old, traditional training materials that people never use? This hands-on course will teach you to stop and rethink your training needs so you don't create boring handouts. Discover an innovative technique. *Go Green* and learn ways to train using only one, 11" x 17" handout, utilize structured note taking, checklists and learning aids. In the morning you'll be provided with the how to's, examples, techniques and ideas. In the afternoon you'll have an opportunity to create your own handouts and see a demonstration of how to use Microsoft Publisher and an existing template to jump-start your project.

Friday, March 16, 2012  
8:30 am-4:30 pm, 7 contact hours  
Instructor: Susan Aldrich

CSU Main Campus, Julka Hall  
\$359 (includes all materials and lunch)  
Course Number: TDCE 3

### **Online Learning in Training and Development**

Corporations and academic institutions alike are rapidly adopting online learning technologies. The benefits are numerous: reduced training costs, greater access to knowledge, more flexible training times, increased collaboration among participants, and more. However, an online learning environment is different than a face-to-face classroom setting. Special considerations are needed to ensure that online students can engage in interactive and productive learning experiences. This class will delve into the essential skills instructional designers and training professionals need to promote quality online learning. (Conducted entirely online; internet access is required.)

March 15 – April 5, 2012  
7 contact hours (average of 2 – 2 ½ hrs per week)  
Instructor: Christopher Rennison, M.Ed., ACP

Online (through Internet-based Blackboard LMS)  
\$300 (instructor-facilitated online course)  
Course Number: TDCE 6

For more information, e-mail [cecasal@csuohio.edu](mailto:cecasal@csuohio.edu), phone 216-687-3867.  
Registration form attached.