

FACULTY DEVELOPMENT INSTITUTE CURRICULUM (2017-2018)

Session Title	Session Description
Course Introduction	<ul style="list-style-type: none"> • Introductions/Ground Rules • Need for effective training • Obstacles that impede good training • Characteristics of effective trainers
Presentation Skills	<ul style="list-style-type: none"> • Visual, vocal, and verbal techniques • Use of appropriate language • Controlling nervousness
Visual Aids	<ul style="list-style-type: none"> • Design of clear and instructionally sound visuals • Proper use of visuals in a presentation
Adult Learner Characteristics	<ul style="list-style-type: none"> • Recognition of adult learner characteristics • Development of appropriate strategies
Interactive Learning	<ul style="list-style-type: none"> • Question and answer techniques • Appropriate learning activities • Managing discussions and learning activities
Training Design Overview	<ul style="list-style-type: none"> • Characteristics of a training session • Organization of a training session • Creating a design document
Training Design – Learning Objectives	<ul style="list-style-type: none"> • Definition of learning objectives • Components of performance-based learning objectives • Writing a performance-based learning objective
Training Design – Strategies and Materials	<ul style="list-style-type: none"> • Considerations for choosing appropriate training strategies • Developing training strategies for a training session
Training Session Management	<ul style="list-style-type: none"> • Pre-class preparation • Beginning a training session • Participant behavior management
Evaluation Overview	<ul style="list-style-type: none"> • Benefits of evaluation • Four levels of evaluation • Feedback