COURSE SYLLABUS

# Instructor Training Course (Self-Paced)

Sharpen and improve your instructional skills and become a more polished presenter. Discover proven training techniques for large and small groups, in a variety of training venues, including methods for engaging remote participants. Practice using methodologies in addition to the lecture to enhance participant involvement and retention of learning outcomes. Experience hands-on engagement, including using a variety of instructional methods from presentation and demonstration to role-playing and game-playing. Develop a personal toolkit of training techniques and learn to evaluate your training success and return on investment.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/instructor-training-course-self-paced




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## Course Outline

**Module 1: Adult Learners**

- Relate Maslow's Hierarchy of Needs to adult learning
- Discuss motivations and characteristics of adult learners
- Review and apply Malcolm Knowles' andragogy principles
- Connect training to learners' real-world experiences

**Module 2: Learning Preferences**

- Identify and define seven learning styles
- Reflect on personal learning preferences
- Discuss how to address different styles in training

**Module 3: Instructional Systems Design and Objectives**

- Learn the five steps of the ISD process
- Write clear, measurable behavioral objectives
- Distinguish between strong and weak objectives

**Module 4: Training Methods**

- Explore alternatives to lecture-based training
- Practice using case studies, role-plays, and group work
- Understand the benefits and execution of VILT (Virtual Instructor-Led Training)

**Module 5: Presentation and Training Venues**

- Review presentation feedback criteria
- Deliver practice presentations and receive feedback
- Compare in-person, hybrid, and virtual training environments

### Module 6: Presentation Skills

- Practice voice modulation, posture, gestures, and eye contact
- Build rapport and demonstrate confidence
- Adapt presentation style to audience needs and venue

### Module 7: Visuals: Handouts, Charts, PowerPoint, and Boards

- Design effective charts and PowerPoint slides
- Use visuals to support learning objectives
- Practice visual presentation techniques in person and online

### Module 8: Ice Breakers, Exercises, Games

- Facilitate engaging activities to support learning
- Demonstrate ice breakers and interactive games
- Adapt exercises for online instruction

### Module 9: Questions and Questioning Techniques

- Use questioning to stimulate learning and engagement
- Craft high-level and divergent questions
- Apply Bloom's taxonomy in classroom questioning

### Module 10: Classroom and Group Management

- Apply time-saving and group engagement strategies
- Handle disruptive behaviors with professionalism
- Facilitate experiential activities and breakout discussions