



fact sheet

Train the Trainer

We recommend a train-the-trainer approach to satisfy your internal needs and to become independent of your consultant. Please talk to us about our five-step train-the-trainer model (described below) which has been proven over many years and is based on practical training techniques along with adult learning requirements.

In the beginning, client-instructors observe a class taught by a CMC instructor. This provides a good understanding of how a class should be taught. During an actual training class by a CMC instructor, each client-instructor personalizes a student workbook.

Next, CMC delivers a structured four-day train-the-trainer session for each workshop. This intensive training event builds requisite skills and enables each client-instructor to observe his/her teaching effectiveness during practice teaching sessions. Each client-instructor also receives videotapes of these sessions, including an actionable critique. This valuable feedback accelerates the learning process and builds confidence.

Additionally, each client-instructor receives instructor guides and a set of master training materials, including overhead transparencies and/or PowerPoint slides, and flipchart examples. These instructor guides include:

- ✓ Learning objectives for each topic unit
- ✓ Suggestions on how each topic can be presented, including scripts for certain complex and often misunderstood topics
- ✓ Recommended timelines
- ✓ Selected skill building exercises, which include instructions on how to introduce, carry out, and conduct feedback discussions for each exercise
- ✓ Reference articles that provide in-depth understanding of topical fundamentals
- ✓ Video information sheets

Next, client-instructors “team-teach” with a CMC instructor during an actual class. Some client-instructors may need several team-teach sessions before gaining confidence. Most, however, will require the equivalent of one day. After client instructors demonstrate proficiency, they are certified.

All CMC material is available through licensing. Our licensing program allows you to conduct your own training using materials designed and tested by us. You can deliver our courseware as is, or incorporate it into other internal training. All of our courses and workshops are modularized for increased versatility. And train-the-trainer courses are available for all training programs.