

Components

The **Instructor Certification Program (ICP)**, sometimes referred to as Train-the-Trainer, gives instructors the ability to effectively transfer knowledge. ICP helps instructor candidates understand:

- The importance of training
- What instructional competencies they should practice and how they work together with a learning model together to provide a solid learning environment.

This 3 – 4 day program:

- promotes consistency in training.
- provides an opportunity to apply the lessons learned in a supportive environment.
- provides each instructional candidate with a CD and written critique of his or her presentation.

This is important because:

- Trainers comprehend the importance of training.
- Incorporating Communication, Motivation, Presentation, & Questioning Skills increase student retention.
- There is more to managing a learning event than managing difficult students.
- Practicing instructional competencies make training successful.
- Using a learning model ensures a solid learning environment.

Discovery

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| <ul style="list-style-type: none"> • Do you consider training to be a key to the success of your project? • Do you rely upon non-trainers to assist in transferring knowledge? • What assurances do you have that they are effective in transferring knowledge? • Do your employees feel empowered when trained by in-house trainers? | <ul style="list-style-type: none"> • Would you like to see consistent effective training, every time? • How can you be sure your trainers are being given the right tools to effectively train? • How would a more confident and organized team add value to your organization? |
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Complementary Services Offered

Instructional Design Program
M.E.N.T.O.R.



Tasks

- Identify possible training candidates. (E²M/Polytron & Client)
- Provide candidates with pre-course materials. (E²M/Polytron)
- Schedule ICP class. (E²M/Polytron)
- Schedule travel. (Client)
- Prepare candidate presentations. (Client)
- Hold ICP. (E²M/Polytron)
- Provide follow-up support. (E²M/Polytron)
- Apply ICP theories and methods. (Client)

Benefits

- ICP provides subject matter experts with the tools and know-how to transfer knowledge effectively and verify the students have received it.
- Change in culture:
 - Willingness to exchange information.
 - Trainers take ownership of training.
 - Students take ownership of learning.
- Assessing knowledge gained becomes second nature.
- ICP helps ensure that in-house knowledge transfer expertise remains at your site.

Common Questions

The vendors are going to offer training. Why do we need more?

What happens when the vendor leaves?
Can your SME pass along the knowledge?
Having certified in-house instructors is a guaranteed boost to your R.O.I. of vendor training. The vendors train the certified in-house instructor then the instructor passes the information to others holding successful training events.

What is so difficult about having a successful training event?

Preparation is 90% of the success. Successful training involves planning the event, developing learning objectives, creating questions and application exercises, and following up to make sure students can apply the knowledge learned.

We already have people who train. Why do they need your ICP?

Providing motivational learning, relative to the needs of the learner, can be difficult if the individuals involved in the process are not consistent in their instructional style and content. **ICP** brings proven methodologies and consistency to training. These improve the quality of the knowledge transferred.

So what is the difference between ICP and Train-the-Trainer?

This is a great question that is often asked. Simply speaking, **Train-the-Trainer** teaches an instructor what equipment specific or process to pass along while **ICP** teaches the effective methods to transfer knowledge. In other words, **Train-the-Trainer** provides the specific knowledge and **ICP** provides the ability to transfer that knowledge.