



COURSE OVERVIEW: Train the Trainer

Introduction

Expertise in a subject does not guarantee the ability to teach the subject to someone else. A trainer needs to be knowledgeable in methods for facilitating learning as well as in the subject matter. This course will provide concepts and tools to help trainers bridge the gap between knowing the information and teaching it.

Purpose of this Course

NAHB offers a variety of educational courses for industry professionals, taught by industry professionals who wish to share their knowledge and experience with their peers. This course is designed to provide those professionals with the training skills needed to effectively use NAHB course materials to teach instructor-led, classroom courses in the NAHB Education curriculum.

Audience for this Course

This course is designed for:

- Building industry professionals who wish to teach NAHB educational instructor-led, classroom courses
- New trainers or experienced teachers who have had no formal education in training, or anyone who wants a refresher to improve their classroom training skills

Course Description

This course is designed for building industry professionals who wish to teach NAHB's instructor-led classroom courses; industry experts or experienced teachers who have had no formal education in training; and any trainers who want a refresher to improve their classroom training skills. You'll learn the skills needed to effectively teach in the NAHB Education curriculum.

As a graduate, you will be able to:

- *Describe adult learning principles and how they impact training.*
- *Prepare to teach NAHB instructor-led, classroom courses.*
- *Present information and concepts effectively in a classroom setting.*
- *Use questioning techniques to facilitate learning.*
- *Conduct learning activities to provide opportunities for practical application of knowledge and skills.*
- *Use visual aids to support learning.*

You will come away with concepts and tools to help you bridge the gap between knowing the information and teaching it to others.

Please note: Class size is limited to 10 participants, so please register early and online—due to the limited class size, registration must be completed ahead of time and not on-site. Participants will be given a pre-

course assignment to prepare a two-minute personal introduction. Participants will also be asked to teach a five minute lesson at the end of class. All materials and visual aids will be provided to you for the lessons.

Topics Covered

Section 1: Opening a Training Session

- Setting the Stage
- Introducing Yourself

Section 2: Applying Learning Principles

- Principles of Adult Learning
- Applying Principles of Adult Learning
- The Three R's

Section 3: Preparing to Teach

- Learning Objectives: Foundation for Design and Instruction
- Focusing on Objectives
- Student Guide (SG)
- Instructor Guide (IG)
- Preparation Steps
- Evaluation
- What Can You Do to Evaluate Training?

Section 4: Asking and Responding

- The Power of the Question
- Tips for Asking Questions
- Ask, Don't Tell!

Section 5: Conducting Activities

- Do It!
- The Three Ds
- Activity Types and Methods

Section 6: Using Visual Aids

- Types of Visual Aids
- Best Practices for Using Visual Aids

Section 7: Putting It All Together

- Training Skills Inventory (TSI)
- Final Activity
- Closing a Training Session

CE and Designation Criteria

- Required to become an approved NAHB instructor for designation courses. For more info on how to become an instructor go to: nahb.org/InstructorApp
- 6 CE for NAHB Designations: CAPS, CGA, CGB, CGR, GMB, GMR, CSP, Master CSP, CGP, Master CGP, CMP, MIRM
- 6.0 AIBD CE

Learn more about NAHB Designations at nahb.org/designations

Questions? Contact the NAHB Designation Help Line: 800-368-5242 x8154 or email education@nahb.org