

Training of Trainers (TOTs)

I. Purpose

To ensure that Achieve - The MN Center for Professional Development approved Trainers gain the knowledge and skills to deliver approved training using effective instructional methods.

II. Policy

Only Master Trainers and Higher Education Trainers are approved to deliver training of trainers. Trainers are expected to deliver training as presented during the TOT to ensure that training goals and objectives are consistent. Variations in presentation methods based upon the provider population are acceptable and encouraged to meet provider needs.

Training of Trainers (TOTs) are developed to meet the following objectives:

- reinforce principles of adult learning:
 - o learn and apply effective training techniques for facilitating a group learning experience;
 - o address a variety of learning styles;
 - o create a positive and inclusive learning environment;
 - o manage classroom challenges.
- address purpose and assessment, planning and preparation, presentation and facilitation that support critical training skills

All TOTs will be designated as:

- Training Level: Level 2
- MN's Knowledge and Competency Framework Content Area VI: *Professionalism*
- CDA Content Area 6: *Maintaining Professionalism*

The primary purpose of a TOT is to enhance trainers' knowledge and skills in the delivery of effective training, including:

- facilitation skills;
- ability to adapt presentation styles while maintaining the fidelity of curriculum content;
- effective utilization of a collaborative training model.

Trainers should have knowledge and skills in the content area and core competency at least one level above that of the majority of participants.

- Attainment of knowledge and skills must be based on the trainers' own professional development prior to taking a TOT.

The TOT may include some updated information based on current research findings, evidence-based practice and/or new laws and regulations. However, intensive instruction of curriculum content is not the primary purpose of a TOT.