



CERTIFICATION INFORMATION

Level 1: Specialty Certification - select 8 days of training within the specialty that suits your needs

Level 2: Master Trainer - complete an additional 8 days for a total of 16 days of training

Level 3: Training and Development Diploma - add another 8 days of training for a total of 24 days to achieve the highest level of Certification available

HERE'S HOW TO GET STARTED:

Step 1

Identify one of the seven areas of expertise that represents your training role or interest (e.g. *Instructional Designer/Developer*).

Step 2

Select the workshops that apply to the area of expertise, according to the Certification Grid below.

Step 3

Enroll in each workshop as your schedule and resources permit.

SPECIALTY CERTIFICATION AREAS OF EXPERTISE:

- | | |
|-------------------------------------|--------------------------|
| 1. Instructional Designer/Developer | 5. e-Learning Specialist |
| 2. Instructor/Facilitator | 6. Training Generalist |
| 3. Training Manager/Director | 7. Virtual Trainer |
| 4. Performance Consultant | |

✓ **Mandatory** – select one mandatory workshop to achieve certification.

IN-PERSON WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Training Generalist	Virtual Trainer
Advanced Instructional Design	3	✓		✓	✓	✓	✓	
Advanced Instructional Techniques	3		✓	✓			✓	
Blended Learning	1	✓		✓		✓	✓	✓
Consulting Skills for Trainers	3	✓		✓	✓		✓	
Evaluation of Training	3	✓		✓	✓	✓	✓	
Facilitation Skills for New Facilitators	3			✓	✓		✓	
How Adults Learn	1	✓	✓				✓	✓
How to Influence People/Events	3	✓	✓	✓	✓		✓	
How to Create an e-Learning Strategy Self-Study Kit	1			✓		✓	✓	✓
Instructional Design for New Designers	3	✓		✓	✓	✓	✓	
Instructional Techniques for New Instructors	3		✓	✓			✓	
Make Your Training Stick	1	✓		✓	✓	✓	✓	
Marketing Your Training Internally (or MYTI Self-Study Kit)	1			✓	✓		✓	



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IN-PERSON WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Training Generalist	Virtual Trainer
Polish Your Presentation Skills	1		✓	✓			✓	
Professional Presentation Skills	3		✓	✓	✓		✓	
Project Management for Trainers	2	✓		✓	✓	✓	✓	
Successful Training Manager	3			✓	✓		✓	
The Modern Classroom	1		✓	✓			✓	
Training 101: All the Basics	2	✓	✓				✓	
Training Needs Analysis (or TNA e-learning module)	1	✓		✓	✓	✓	✓	✓
Web-Based Training	3	✓		✓		✓	✓	
Writing Skills for Trainers (or WSFT Self-Study Kit)	1	✓		✓	✓	✓	✓	✓

LIVE ONLINE WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Training Generalist	Virtual Trainer
Blended Learning	1	✓		✓		✓	✓	✓
From Traditional to Virtual Classroom: Conversion Made Easy!	3	✓		✓			✓	✓
How Adults Learn	1	✓	✓				✓	✓
Instructional Design for New Designers	3	✓		✓	✓	✓	✓	
Instructional Design for the Virtual Trainer	5	✓		✓		✓	✓	✓
Maximizing Engagement in the Virtual Classroom	3	✓	✓	✓		✓	✓	✓
New Trainer's Survival Skills	2	✓	✓				✓	
The Virtual Trainer	5	✓	✓	✓		✓	✓	✓
Training Needs Analysis	2	✓		✓	✓	✓	✓	✓