

## DESIGN TRAINING?

### VIRTUAL INSTRUCTIONAL DESIGNER/DEVELOPER

**Instructional Design for the Virtual Trainer**  
🖥️ (5 sessions/credits)

**PLUS**  
your choice from the following:

**Blended Learning**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Evaluation of Training**  
👥 (3 days/credits)

**From Traditional to Virtual Classroom**  
🖥️ (3 sessions/credits)

**How Adults Learn**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Maximizing Engagement in the Virtual Classroom**  
🖥️ (3 sessions/credits)

**New Trainer's Survival Skills**  
🖥️ (5 sessions/credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)

**Project Management for Trainers**  
👥 (2 days/credits)

**Training Needs Analysis**  
🖥️ (3 sessions/credits)  
👥 (1 day/3 credits)

### INSTRUCTIONAL DESIGNER/DEVELOPER

**Instructional Design for New Designers**  
🖥️ (5 sessions/credits)  
👥 (3 days/5 credits)  
*AND/OR*

**Advanced Instructional Design**  
👥 (3 days/credits)

**PLUS**  
your choice from the following:

**Blended Learning**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Evaluation of Training**  
👥 (3 days/credits)

**How Adults Learn**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**New Trainer's Survival Skills**  
🖥️ (5 sessions/credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)

**Project Management for Trainers**  
👥 (2 days/credits)

**Rapid Training Design**  
👥 (3 days/credits)

**Training Needs Analysis**  
🖥️ (3 sessions/credits)  
👥 (1 day/3 credits)

#### ACCELERATED OPTION:

**Certified Instructional Designer/Developer**  
👥 (5 days/8 credits)

### E-LEARNING SPECIALIST

**Instructional Design for e-Learning**  
🖥️ (3 sessions/credits)  
*AND*

**Interactive e-Learning**  
🖥️ (2 sessions/credits)

**PLUS**  
your choice from the following:

**Blended Learning**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Evaluation of Training**  
👥 (3 days/credits)

**How Adults Learn**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**New Trainer's Survival Skills**  
🖥️ (5 sessions/credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)

**Project Management for Trainers**  
👥 (2 days/credits)

**Training Needs Analysis**  
🖥️ (3 sessions/credits)  
👥 (1 day/3 credits)



## YOUR PATH FOR TEAM TRAINING! THINGS TO KNOW:

- Workshops with 🖥️ are offered **LIVE ONLINE** for groups of 6 or more. Sessions are ~2.5-3 hours/day.
- Workshops with 👥 are offered **IN PERSON** at your preferred location for groups of 6 or more. Days are 8.5 hours.
- If professional certification is a goal for your team, please note that mandatory workshops are listed at the top of each track. Levels of certification are earned based on credits. Your Client Service Representative will help guide you.

## DELIVER TRAINING?

### VIRTUAL INSTRUCTOR/FACILITATOR

**The Virtual Trainer**  
🖥️ (5 sessions/credits)

**PLUS**  
your choice from the following:

**Facilitation Skills**  
🖥️ (3 sessions/credits)  
👥 (2 days/3 credits)

**How Adults Learn**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Maximizing Engagement in the Virtual Classroom**  
🖥️ (3 sessions/credits)

**New Trainer's Survival Skills**  
🖥️ (5 sessions/credits)

**The Virtual Classroom Producer**  
🖥️ (3 sessions/credits)

### INSTRUCTOR/FACILITATOR

**Instructional Techniques for New Instructors**  
🖥️ (5 sessions/credits)  
👥 (3 days/5 credits)  
*AND/OR*

**Advanced Instructional Techniques**  
🖥️ (4 sessions/credits)  
👥 (3 days/4 credits)

**PLUS**  
your choice from the following:

**Facilitation Skills**  
🖥️ (3 sessions/credits)  
👥 (2 days/3 credits)

**How Adults Learn**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**New Trainer's Survival Skills**  
🖥️ (5 sessions/credits)

#### ACCELERATED OPTION:

**Certified Instructor/Facilitator**  
👥 (5 days/8 credits)

## MANAGE TRAINING (OR DO IT ALL)?

### TRAINING MANAGER/DIRECTOR

**The Successful Training Manager**  
🖥️ (3 sessions/credits)  
👥 (3 days/credits)

**PLUS**  
your choice from the following:

**Blended Learning**  
🖥️ (2 sessions/credits)  
👥 (1 day/2 credits)

**Consulting Skills for Trainers**  
🖥️ (3 sessions/credits)  
👥 (3 days/credits)

**Evaluation of Training**  
👥 (3 days/credits)

**Evidence-Based Management and Leadership**  
🖥️ (4 sessions/credits)

**Facilitation Skills**  
🖥️ (3 sessions/credits)  
👥 (2 days/3 credits)

**From Traditional to Virtual Classroom**  
🖥️ (3 sessions/credits)

**How to Influence People and Events**  
👥 (3 days/credits)

**Interactive e-Learning**  
🖥️ (2 sessions/credits)

**Maximizing Engagement in the Virtual Classroom**  
🖥️ (3 sessions/credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)

**Project Management for Trainers**  
👥 (2 days/credits)

**Training Needs Analysis**  
🖥️ (3 sessions/credits)  
👥 (1 day/3 credits)

#### ACCELERATED OPTION:

**Certified Training Manager/Director**  
👥 (5 days/8 credits)

### PERFORMANCE CONSULTANT

**Consulting Skills for Trainers**  
🖥️ (3 sessions/credits)  
👥 (3 days/credits)

**PLUS**  
your choice from the following:

**Evaluation of Training**  
👥 (3 days/credits)

**Evidence-Based Management and Leadership**  
🖥️ (4 sessions/credits)

**Facilitation Skills**  
🖥️ (3 sessions/credits)  
👥 (2 days/3 credits)

**How to Influence People and Events**  
👥 (3 days/credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)

**Project Management for Trainers**  
👥 (2 days/credits)

**Training Needs Analysis**  
🖥️ (3 sessions/credits)  
👥 (1 day/3 credits)

#### ACCELERATED OPTION:

**Certified Performance Consultant**  
👥 (5 days/8 credits)

### TRAINING SPECIALIST

A total of 8 credits achieved through any workshop combination.

#### ACCELERATED OPTION:

**Certified Training Specialist**  
👥 (5 days/8 credits)

## NOT A TRAINER?

### MANAGEMENT/ LEADERSHIP PROFESSIONAL

**Evidence-Based Management and Leadership**  
🖥️ (4 sessions/credits)

**Facilitation Skills**  
🖥️ (3 sessions/credits)  
👥 (2 days/3 credits)

**Practical Project Management**  
🖥️ (3 sessions/credits)