The Learning Professional - Train the Trainer 23A9001

Tennessee Department of Correction, Tennessee Correction Academy, 1314 S. Jackson St. Tullahoma TN 37388

Pre-Conference Training Dates:
September 18 – 20, 2023; 8:00am – 5:00pm

IACTP National Conference Dates
September 20-22, 2023

Application Due Date: July 15, 2023 *** You must be registered for the IACTP National Training and Performance to be considered for participation in the pre-conference workshop. Please use this link to register for the IACTP pre-conference workshop
 The Learning Professional Train the Trainer (ID: 23A9001)
**An internet enabled laptop, equipped with a web-cam, and hands-free keyboard is required for virtual instructor led components of this blended train the trainer program.*

Description
Participants who successfully complete all requirements for this Train the Trainer (T4T) program will be equipped to deliver *NIC's The Learning Professional* training program in-house to build internal trainer/facilitator capacity in their home agency.

What is NIC's The Learning Professional Training Program?
NIC's The Learning Professional blended training program is targeted to new agency full time and/or adjunct trainers with the responsibility to prepare and deliver established training curriculum for their agency. This interactive program features the importance of building and utilizing facilitative training skills, identifying and practicing strategies to prepare for learning events, applying classic learning theory and current research to the training process, and practice at tailoring training facilitation and delivery to audience needs, topic and delivery style strengths and challenges. Key activities and content into practice included in NIC's The Learning Professional are:

- Completing pre-session activities both individually and with their supervisor prior to the training program;
- Creating a safe and comfortable environment for learning;
- Applying six core adult learning principles;
- Preparing, rehearsing and facilitating with a small team (3 persons) a one-hour team "teach-back" from a prepared learner-centered lesson to a small group of your in-class peers. Each one-hour team facilitated teach-back will have each team member in the lead facilitator position for twenty minutes. A feedback session follows each team teach-back.
- Preparing, rehearsing and facilitating a ten (10) minute virtual instructor led (VILT) training session via their agency virtual training platform utilizing equipment provided in their agency work setting to a small group of peer participants. A feedback session follows each VILT teach-back.
- Developing an individual trainer/facilitator development plan to continue their development as a

result of the blended training program.

NOTE: As the focus of *NIC's The Learning Professional* training program is on developing training facilitation and delivery skills to effectively deliver established curriculum, it does not include instruction on writing or developing lesson plans/curricula.

What Will Be Expected of Me During this Train the Trainer Program on this NIC Curriculum Package?
During this blended pre-conference Train the Trainer (T4T) program, participants will:

- Access, download and review *NIC's The Learning Professional* curriculum package pre-training program via access provided by NIC;
- Bring a copy of all NIC curriculum package materials to the Train the Trainer pre-conference training program for use during T4T activities;
- Come to the Train the Trainer program prepared with questions on preparation, logistics, facilitation, etc. for *NIC's The Learning Professional* curriculum package;
- Participate in curriculum demonstrations and debriefs facilitated by NIC T4T Faculty;
- Prepare, rehearse and facilitate with a small team (3 persons) a one-hour team "teach-back" of a one-hour learner-centered extract of the greater Learning Professional curriculum package to a group of in-class peers. Each one-hour team facilitated teach-back will have each team member in the lead facilitator position for twenty minutes. A feedback session will occur after each teach-back;
- Prepare, rehearse and facilitate a fifteen (15) minute virtual instructor led (VILT) training session extract from the Learning Professional curriculum package utilizing agency supplied equipment (laptop, web-cam and audio connection), in your conference hotel room/ agency office to a small group of your peers in the Train the Trainer program. A feedback session will occur after each teach-back; and
- Complete and submit a **Course Commitment Statement** to NIC prior to the start of pre-conference training program activities in Tullahoma, TN, signed by participant and their supervisor.

Pre-session requirements for this Train the Trainer program include: 1) accessing, downloading and reviewing *NIC's The Learning Professional* curriculum package and have curriculum package in hand on-site during the Train the Trainer program; 2) reviewing and preparing curriculum questions for the Train the Trainer program; and 3) completing and submitting a Course Commitment Statement to NIC pre-training, committing to preparing for and completing all blended Train the Trainer requirements.

Who Should Attend?
Experienced state, local, and federal (jail, prison, community service and juvenile justice) trainers who have been designated to train/develop agency staff as trainers.

How Do I Apply?
 Apply via link and submit required supplemental materials by July 15, 2023 in the NIC Learn Center Program Registration Link: The Learning Professional Train the Trainer (ID: 23A9001)

- If you encounter difficulty applying and/or accessing your NIC Learning Center account via the above link, please email det-nicadmin-s@bop.gov for assistance. A secondary email contact is: Beth Kreger (Elizabeth.kreger@education.ohio.gov)

- Applicants must submit supplemental materials with their online application including 1) documentation of completing a basic Train the Trainer program (or agency equivalent) and 2) a

summary (several paragraphs) detailing agency training and facilitation experience, addressing specific training responsibilities in their agency.

- *An application is incomplete without the submission of supplemental documentation.* Submit required supplemental documentation to Beth Kreger (Elizabeth.kreger@education.ohio.gov) by July 15, *2023*

NOTE: This Train the Trainer (T4T) on *NIC's The Learning Professional* curriculum package is targeted to experienced agency trainers, who have the responsibility to train/develop others as trainers/facilitators in their home agency. It is not a basic "train the trainer" program.

What Do I Need to Participate in the Virtual Instructor Led (VILT) Portion of the T4T Program? How Do I Get My System Ready?

To participate in NIC WebEx Training Center VILTs, you will need a hands-free telephone, a headset or earbuds, and an internet-enabled computer, equipped with a web-cam. During this T4T, participants will use their conference hotel rooms and/or agency office location for optimum sight and sound separation from others, where you can concentrate on what is happening during the VILT. An office/hotel room with a closed door is an ideal location.

Connecting to the webinar audio bridge via a hands-free telephone/cell phone is critical, using earbuds or a headset connected to your phone or cell phone so your hands are free to interact with your keyboard. WebEx VILT sessions are not compatible with smartphones. NIC recommends you connect to VILT sessions on a desktop or laptop computer. Please access the following link to check and see if your browser will work with WebEx https://www.webex.com/test-meeting.html See *Getting Ready for NIC Webinars and Virtual Instructor Training* for more https://nicic.gov/webinar-vilt-readiness

For Program Specific Information, contact
Beth Kreger (Elizabeth.kreger@education.ohio.gov)

For Pre-Conference Training Site Specific Information, contact Beth Kreger @ 937-231-4560 or Elizabeth.Kreger@education.ohio.gov

Lodging, Food, and Travel
NIC will provide the pre-conference training at no cost (no fees or tuition to your agency). NIC will not pay for other expenses.

Participants and/or their agencies are responsible for transportation costs, lodging, meals and incidental expenses related to this pre-conference program and the IACTP Conference.

CONFERENCE SITE
Tennessee Department of Corrections Training Academy • 1314 S. Jackson St., Tullahoma, TN

CONFERENCE REGISTRATION
https://www.iactp.org/2023-national-training-and-performance-conference/
Conference Registration Fee (Member): $249
Conference Registration Fee (Non-Member): $299 (includes 1-year IACTP membership)

Pre-Conference: No charge, but must submit separate application for admission to the class. See details above

AIRPORTS & GROUND TRANSPORTATION
Tullahoma is approximately equal distance (60-75 minutes) from three airports (Nashville (TN), Chattanooga (TN), and Huntsville (AL). IACTP is planning to offer an airport shuttle from the Nashville airport on Wednesday afternoon/evening (Sept. 20) and then return service to the airport on Friday afternoon (Sept. 22) and early Saturday morning (Sept. 23). See the registration form for details on times. The shuttle will be $20 each way.

HOTEL LODGING
These three hotels are near the conference venue and offer the government rate. There is no conference block of rooms. In addition, participants may choose to stay at the TN-DOC Training Academy dormitory, based on availability. See details of the dormitory lodging option below.
Holiday Inn, 2030 N. Jackson St., Tullahoma, TN • (931) 222-1414 (govt. rate)
Baymont, 2113 N. Jackson St., Tullahoma, TN • (931) 563-4262 (govt. rate)
Hampton Inn, 1922 N. Jackson St., Tullahoma, TN • (931) 461-5222 (govt. rate)

TN-DOC ACADEMY DORMITORY LODGING *(optional alternative to hotel lodging)*
Dorm rooms have XL twin beds and bed linens, towels, and washcloths provided. There are community restrooms/showers on the hallway, but there are **no** private bathrooms. The dorm does have workout room with fitness equipment and a cafeteria serving breakfast, lunch, and dinner. Meals are part of the lodging cost, which is $50 per night. Guests must pay by check or cash at check-in. *To check availability or to request a dorm room, please contact Michael in the IACTP office at **IACTPC@gmail.com** or (859) 333-4209.*