

Train the Trainer (Virtual Edition)

Syllabus and Agenda

Welcome to Train the Trainer! The Society of Insurance Trainers and Educations (SITE) has partnered with **The Institutes** to present this program for insurance learning professionals.

For the first time ever, we are piloting this content in an all virtual setting.

Our semester starts with a kickoff call, where you get to know your facilitators and classmates. You will also have a chance during this call to let your facilitators know what your two most important objectives for the course are.

You will receive the book in the mail from The Institutes and you'll have access to the online learning portal where you can work through the content. Work in the book or online (or both), whatever is best for you. A few weeks later, you'll start the live online portion of the program. In this series of live online meetings, your facilitators will touch on the highlights of the content in the book and will focus on the main objectives that you and your classmates indicated were the most important to you.

One of the hallmarks of the Train the Trainer is the end of class project. Here, you'll have the opportunity to put what you've learned to practice. Each student will have the chance to create and present a short (5-10 minute) presentation. The theme of your presentation should be related to a training that you need to pitch to stakeholders at your company. We are looking to see that you can take what you heard in the class and apply it in the real world.

Objectives for this class:

- Using a training needs analysis, participants will create training that meets the needs of the learners according to their desired outcomes.
- Using the best practices and learning provided in the Train the Trainer program, participants will deliver a 5-10-minute presentation.
- Using the technology at their disposal, participants will adapt classroom learning to an online format, and create learning in an online format.

Content	Date and Time (<i>Eastern Standard</i>)
TTT Launch: Overview & Expectations Foundational Prework – how to tackle it!	Monday, February 1, 2021
Icebreakers Virtual Learning Approach Assignment 1: Understanding Adult Learning Fundamentals	Monday, March 15, 2021 12:00 – 3:00pm
Assignment 2: Analyzing the Need for Training Assignment 3: Designing for Instruction Training Methodologies – determining the “how” and the tools involved	Wednesday, March 17, 2021 12:00 – 3:00pm
Assignment 4: Developing Instructional Materials and Activities	Monday, March 22, 2021 12:00 – 3:00pm

Assignment 5: Delivering Instruction Session Management Issues & Resolutions Assignment 6: Creating Evaluations Project Delivery, Feedback	Wednesday, March 24, 2021 12:00 – 3:00pm
Projects, Feedback, and Graduation	Monday, March 29, 2021 12:00 – 3:00pm
Projects, Feedback, and Graduation (if needed)	Wednesday, March 31, 2021 12:00 – 3:00pm

Completion of SITE’s TTT is one requirement to earn the **Insurance Training Professional (ITP)**. The ITP is recognized on the **A.M. Best** Professional Designations list. The other requirements include time in the industry and in training, successful creation or delivery of content, and educational requirements. Visit insurancetrainers.org for more information.

Congratulations on taking this important step in your professional development!