



Guidelines for Training in Adult Learning/Presentation skills

Below are guidelines to help approved trainers select acceptable adult learning and presentation sessions for trainer renewal.

Adult Learning Presenters

Trainers are to take training from presenters who have documented expertise in adult learning and have extensive experience in training adults (resume'). Presenters at national, regional or state conferences are accepted through the organization's screening process. Trainers may also take online or college classes in adult learning.

Adult Learning Topics

Examples of accepted training topics include the following:

- Sessions that are specifically designed for trainers in to improve presentation skills or techniques and motivate learners
- How to use audio visual aids/technology more effectively
- Planning, design, and evaluation of training sessions including activities for icebreakers, small group, and large group activities
- Facilitation or questioning skills
- Programs designed to improve presentation skills such as Toastmasters, American Society for Training and Development (ASTD), public speaking classes or continuing education
- Adult Learning styles or principles

Examples of unaccepted training topics include the following:

- Train the Trainer sessions used to teach a curriculum or content where the intent is for the participant to learn the content to teach it to others (credit may be given for portions of training which cover adult learning/presentations skills).
- Sessions designed for improving director skills such as effective staff meetings or team building
- Sessions designed to improve teaching skills for use in children's classrooms.

Documenting Adult Learning Hours

Conferences: Submit a copy of the certificate if session titles are included on the certificate or have the presenter sign next to the session description in your conference program and submit a copy of the page.

American Society for Training and Development (ASTD) or Toastmasters Meetings: Submit a copy of the email, flyer or agenda documenting the title, date, time, and presenter's name or a copy of an agenda with the above information and a copy of the receipt showing your attendance

Workshops and Seminars: Submit a copy of the certificate showing number of clock hours, date, topic, your name, and the trainer signature.

Readings or Self-study Article Summaries: Submit a one page summary of the article including how the information is useful to you along with a copy of the original article. Each summary counts for one clock hour of training with a maximum of 3 clock hours for self-study per renewal.

College Classes—submit transcript or grade report