

Training of Trainers

Innovations in Education, LLC
CKO- 1962
innovationsed@verizon.net
410-370-2837
www.innovationsed.com



Have you ever sat through a professional development workshop and thought, “I could do that?” Do you have special interests or knowledge of a specific topic that you would like to share with others?

This 18-hour training is designed to teach you the foundations potential trainers need to develop and lead a successful workshop. Topics include requirements of trainers, meeting the needs of the adult learner, developing a workshop proposal, presentation strategies and training techniques, and responsibilities of trainers.

Training Objectives:

1. Participants will be able to identify the role of the trainer, requirements and responsibilities.
2. Participants will be able to identify the needs of the adult learner.
3. Participants will be able to assess the needs of participants.
4. Participants will practice a variety of teaching strategies and methods of delivery.
5. Participants will simulate the development of a well-balanced training.

Core of Knowledge:

3 hours CD
3 hours CUR
2 hours SN
2 hours COM
8 hours PROF

Training dates:

Module 1: October 26 and November 9, 2016
Module 2: November 20 and December 14, 2016
Module 3: January 4 and January 18, 2017

All workshops sessions will be held from 6:30 pm – 9:30 pm at the Children’s Learning Center at Howard Community College, 10901 Little Patuxent Parkway, Columbia, 21044

Registration fee: \$250

Participants must attend all 3 modules. Certificate will be issued after successful completion of all modules.

Innovations in Education, LLC

Registration Policies

- **ALL workshop participants MUST pre-register.** There will be NO exceptions. Participants are required to register and pay for workshops in advance. Participants may register online, by fax, or by mail. All payments must be received prior to the start of the workshop. *Walk-ins will NOT be accepted.*
- **Registrations are accepted in the order in which they are received.** You will receive a confirmation notice within one week of the date your registration was received. If your registration is received less than one week prior to a workshop, you will receive confirmation by phone.
- **Training Voucher/Reimbursement:** As a participant in MSDE's Maryland Child Care Credential program, childcare providers are eligible for training reimbursement that will help pay for the cost of training workshops. Training Reimbursement is available for approved training that has been completed within the past four months. Training will be reimbursed by MSDE, directly to you. *Please remember to include your childcare license/ registration number on the workshop registration form.*
- **Refund policy:** We recognize that situations change, but our instructors must plan and prepare for workshops in advance. Refund requests must be made at least **one week prior** to the scheduled workshop. Unless otherwise noted, all refund requests are subject to a \$5 administrative fee. Refund requests made between 24 hours and one week prior to the workshop may receive credit for a future workshop. *Refunds will not be given for non-attendance or for requests made within 24 hours of the start of the workshop.*
- **Cancellation and change policy:** Please register early! Class sizes are limited. Workshops with insufficient enrollment will be cancelled. If a workshop must be cancelled due to limited enrollment or instructor illness, registrants will be contacted immediately and a full refund will be issued. Innovations in Education, LLC reserves the right to change the location or instructor of a workshop when necessary.
- **Inclement weather policy:** In the event of inclement weather, Innovations in Education, LLC will follow the Howard County Public School System weather closures. When winter weather is questionable, decisions about evening workshops will be made by 4 pm. Weather related decisions for weekend/ daytime classes will be made by 6:30am. Please call 410-370-2837 or visit our website, www.innovationsed.com, for the most current workshop status.
- **Late arrivals will NOT be admitted.** Classes will begin and end promptly. In many instances, building security will not be available to open doors for late arrivals. Please arrive 15 minutes prior to the start of the workshop to sign in and to hear announcements. *No refunds, credits, or certificates will be issued to anyone arriving after the start of the workshop. NO EXCEPTIONS.*
- **Certificates:** All workshops will have an assessment component administered by the instructor. Core of Knowledge certificates will be issued to participants who have **actively and successfully participated** in the workshop and assessment. *Certificates will be mailed to participants within two weeks of the completion of the workshop.* Replacement certificates are subject to a \$5 administrative fee. All workshops offered are approved by the Office of Child Care, approval #CKO-1962.
- **Child care is not provided during workshops.** Workshops are for adults only. Please make other arrangements for the care of your children during workshop hours.

Innovations in Education, LLC Registration Form

#CKO-1962

Please print

Name:	Daytime phone:
Email:	Evening phone:
Street Address:	City, State
<input type="checkbox"/> home address <input type="checkbox"/> work address	Zip:

Registrant information:

Registered family child care Family child care applicant

Child Care Center, Preschool, Nursery school _____

Head Start Parent Other Program or Organization _____

Additional information, required:

Highest level of education: _____

Degree earned _____

Date _____

Date of workshop	Workshop title	Workshop cost
Total cost		\$

I have read and agree to abide by the Registration Policies. Registrations will not be accepted without agreeing to the above policies.

Signature of workshop registrant

Please make your check or money order payable to *Innovations in Education, LLC*. Please contact us if you wish to pay by credit card.

Mail payments to:
Innovations in Education, LLC
10400 Hardwood Court
Woodstock, MD 21163

Phone: 410-370-2837
Fax: 410-465-8219
Email: info@innovationsed.com