

The University of Southern Mississippi
Jack and Patti Phillips Workplace Learning and Performance Institute

presents

TRAINING AND DEVELOPMENT CERTIFICATE PROGRAM

FOR HUMAN RESOURCE DEVELOPMENT PROFESSIONALS



endorsed by

*American Society for Training & Development - Mississippi Chapter
American Society for Training & Development - New Orleans Chapter
American Society for Training & Development - Baton Rouge Chapter
Gulf Coast Safety & Training Group*

*** MICROSOFT AUTHORIZED ***

TRAIN THE TRAINER COURSE

A requirement for Microsoft Certified Trainer (MCT) Status

WHY YOU SHOULD SEEK CERTIFICATION

Certification denotes competency. It is value added to human resource development professionals and their organizations. According to experts like Bob Pike, organizations have neither the time nor the money to recover from downtime because people lack the necessary skills to do a job. Pike believes more companies are turning toward trainer certification as a tangible indicator of competence and proof that training skills are more than just talk. To be a professional, to remain current with the workplace, and to address societal and environmental issues that affect you and your organization's productivity, you must continually develop and update your skills.

TODAY'S CHALLENGE FOR TRAINERS IS . . . improving performance of individuals, enhancing work processes, and strengthening the organization.

THE BOTTOM LINE IS RESULTS!

Here you will learn to identify processes that produce effective results. In addition, you earn a benchmark that reflects your proficiency as a human resource developer – certification.

AS A PROCESS, CERTIFICATION PROVIDES . . .

- a foundation for identifying strengths and weaknesses and a rationale for designing development strategy,
- a standard for recognizing a level of accomplishment, and
- a method for establishing a common relevancy for networking with other training professionals.

CERTIFICATION IS . . . developed, validated, and managed by a recognized professional organization with which the professional is associated. For trainers, that organization is the American Society for Training and Development (ASTD) and its local chapters. ASTD research has identified a recognized body of knowledge that includes 35 competency areas for trainers.

THE GOAL . . . of Southern Miss' certification program is to offer training and human resource development professionals a systematic method for developing competencies. The program allows for the immediate transfer of knowledge to the trainer's job roles and daily tasks. ASTD's 35 key competencies form the foundation for these intensive sessions. Other topics include evaluation, ethics, the learning organization, and the high-performance workplace.

TO ACQUIRE CERTIFICATION . . . an individual must attend all four sessions and complete out-of-class learning activities. Experientially based training and individual case studies are designed for immediate application of the ASTD's competencies. An added benefit of the program is the enormous networking opportunity available among participants.

You will benefit from this seminar if you are:

- in charge of workforce development
- interested in investigating new ways to deliver training to your workforce and solutions to your clients
- pursuing the Microsoft Certified Trainer (MCT) qualification
- intrigued by the exploration of new models for creating and delivering instructional and performance content through technology
- seeking new delivery and development methods and models
- attracted to the changes in the training and learning industry and the business that goes with it

You will not benefit from this seminar if you:

- desire a very traditional format
- do not have the ability or the desire to change
- are not interested in learning about the impact of training on the organization

Who should attend?	- Human Resource Development Professionals
	- Instruction Designers
	- Technical Trainers
	- Training Managers
	- Training Specialists
	- Workforce Specialists

PROGRAM CONTENTS

Session Topics: The Trainer as a Technical Expert
The Trainer and the Training Environment
The Trainer as an Organizational Change Agent
The Trainer as a Manager

Competencies Included

Adult Learning Understanding
Business Understanding
Career Development Techniques
Coaching Skills
Competency Identification Skills
Computer Competence
Cost-Benefit Analysis Skills
Delegating Skills
Electronic Systems Skills
Ethics
Evaluation
Facilities Skills

Feedback Skills
Group Process Skills
HRD Role Awareness
Industry Understanding
Intellectual Versatility (Creative Thinking)
Learning Organization
Model Building Skills
Needs Assessment
Negotiation Skills
Objectives Preparation Skills
Observation Skills
Organizational Development

Performance Observation Skills
Presentation Skills
Project Management Skills
Questioning Skills
Records Management Skills
Relationship Building Skills
Self Knowledge
Subject-Matter Understanding
Training and Development Techniques
Visioning Skills
Writing Skills

Certification will only be granted to those who successfully complete all four sessions. Any session missed by a participant may be taken during a subsequent T&D Certificate Program for an additional fee of \$100 per missed session.

Enrollment is limited to the first 25 paid registrants. To avoid disappointment and inconvenience, please register early.

The workshop fee of \$2,500, payable by all participants, includes competency-based training, a complete set of course materials, and refreshments. Fees are subject to change without notice. A 10% discount of the \$2,500 workshop fee is available to current members of the Baton Rouge, New Orleans, Mississippi, Pensacola, or Fort Walton Beach chapters of ASTD or GCS&TG or to businesses that enroll two or more employees.

FEE PAYMENT

Workshop fees should be paid at the time of registration. They may be mailed with the completed registration form.

TWO EASY WAYS TO REGISTER

By Mail: Complete and return the attached registration form with remittance to The University of Southern Mississippi, Workplace Learning and Performance Center, 730 East Beach Blvd., Long Beach, MS 39560.

By Fax: Registration may be made by fax if you wish to charge the fee to a company purchase order. Please complete the attached registration form and fax it to (228) 214-3343.

ADA COMPLIANCE

If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, he/she should fill out the designated blank on the registration form.

REFUND/CANCELLATION POLICY

All cancellations or requests for refunds must be made in writing to the T&D Certification Program Director at least two weeks in advance of the start of the program. A 15% refund processing fee will be applied to any cancellations before this deadline. No refunds will be processed after this deadline. Southern Miss reserves the right to cancel any program that has not reached the minimum enrollment. If the program is cancelled, participants will be notified, and the full registration fee will be refunded.

EXCHANGE/TRANSFER POLICY

All requests for exchanges or transfers must be made in writing to the T&D Certificate Program Director at least two weeks in advance of the start of the program. The registration fee may be applied to a future program or transferred to another individual within the same organization for the current program. No exchanges or transfers will be processed after this deadline.

FOR MORE INFORMATION

Contact The University of Southern Mississippi, Workplace Learning and Performance **Institute, 730 East Beach Blvd., Long Beach, MS 39560**. For information specific to course content and requirements, contact Dr. Heather Annulis at (228) 214-3344 or at heather.annulis@usm.edu. Southern Miss reserves the right to cancel, postpone, limit enrollment, or change class locations.

Visit us on the web at <http://www.usm.edu/wlpi/tdcert.html>.

Coordinating Director

DR. HEATHER ANNULIS

Heather Annulis is an Assistant Professor of Workforce Training and Development at The University of Southern Mississippi. She earned her doctorate from Southern Miss in International Development with a concentration in workforce training and development (WTD). Heather is co-principal investigator of the DOL-sponsored Geospatial Technology Apprenticeship Program (GTAP) to help develop the geospatial workforce. Previously, she worked as a workforce training manager in the gaming industry. She started a training program for 1,000 plus employees that included a new employee development program, trainer certification program, and a leadership program for managers and executives.

Founding Director

DR. CYNDI GAUDET

Cyndi Gaudet is Coordinator and Associate Professor of Workforce Training and Development at The University of Southern Mississippi. She earned her doctorate from Louisiana State University with a concentration in training and human resource development (HRD). Before joining the faculty at The University of Southern Mississippi, Dr. Gaudet taught at the University of Louisiana at Lafayette and Louisiana State University. She is actively involved in training and HRD research, having published and presented for national and international audiences. Dr. Gaudet's business and industry experiences give her the ability to bridge theory with practice, as she helps individuals, teams, and organizations become more effective.

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