Professional Training and Consultation

Professional Training and Consultation is a one-credit course taught in grades 9-12. This course is designed to prepare students for a career as a corporate trainer, adult educational facilitator/presenter, or motivational speaker in the field of their choice. Emphasis is placed on meeting educational and training needs of business and industry, and equipping students for the role of life-long learners. Students will focus on assessing and engaging adult learners, applying adult learning principles and learning styles, exploring facilitator roles, exhibiting professionalism in the work place, and utilizing appropriate resources. The course content provides opportunities for exploring employment and entrepreneurial opportunities; creating/managing learning environments; designing/planning and evaluating training programs that will positively impact business and industry results; developing leadership skills, effective communication and presentation skill; as well as the effective use of training tools, techniques, and delivery methods.

Family, Career and Community Leaders of America (FCCLA), an integral part of the curriculum, provides opportunities to apply instructional competencies and workplace readiness skills, enhances leadership development skills, and provides opportunities for community service.

Engaging Adult Learners

Students will:

1. Define andragogy and pedagogy.

2. Compare the principles of learning for andragogy to the principles of learning for pedagogy.

3. Identify characteristics of adult learners.

4. Determine the role of the adult trainer and consultant in the adult learning process.

5. Describe the principles of adult learning as defined by Malcolm Knowles.

6. Compare and contrast the advantages and disadvantages of adult learning theories.

7. Compare various learning strategies that enhance adult learning such as Action Learning, Experiential Learning, Project-Based Learning, and Self-Directed Learning.

8. Describe how to create an effective meeting or conference environment for adult learning.

9. Explain the importance of a professional trainer and a consultant knowing his/her audiences/learners.

Professional Training Presentations and Meetings

10. Describe the various types of meetings that may be planned and conducted by a professional trainer.

11. Explain various types of presentations and how they may be used when working with adult learners including motivational, informative, instructional, persuasive, and decision making.

12. Describe the processes involved in developing a presentation or meeting for adult learners.

13. Determine guidelines to follow before, during, and after a meeting including possible ways to deal with unforeseen events and emergencies that may occur prior to, during, and after a meeting.

14. Develop a professional meeting checklist with timelines that include site inspection, budgeting, promotions, public relations, site selection, negotiations, and food and beverage services.

15. Determine guidelines for negotiating sites, services, and supplies for a professional training session or meeting.

16. Analyze meeting room tools that can be used to turn a meeting room into a highly productive and collaborative environment including seating styles, technology needs, and identifying ways the technology may be used to conduct an effective meeting.

17. Calculate the cost of professional meetings and training sessions.

18. Create an effective agenda for professional meetings and training sessions.

19. Explain the process of creating the message for a presentation or training session and the importance of becoming an expert on the topic to be presented.

20. Describe skills of an effective facilitator including strategies that may be used to improve the effect of a meeting and to keep an audience both interested and motivated during a meeting.

21. Develop multimedia presentations to solve problems or issues to be addressed in presentations or training sessions in a selected career field.

22. Design an organizational presentation or training program for a business including an understanding of the subject to be presented.

23. Apply active listening skills to obtain and clarify information by explaining the message given in your own words, asking questions to determine understanding of presentation, paraphrasing or repeating information when necessary, and following directions or responding in a positive way with clear and concise comments.

Consulting

24. Determine the role of a consultant.

25. Describe the consulting process by addressing steps including entry and contracting, discovery and dialogue, feedback and the decision to act, engagement and implantation, extension, recycle, and termination.

26. Determine how to build relationships with clients to effectively guide clients through the consulting process.

27. Outline the client's goals and set expectations for success including using tools to gather and analyze information to discover business needs in order to determine consulting needs.

28. Describe how to build credibility, trust, and gain client commitment through the consultation process.

29. Demonstrate exemplary internal consulting competencies and the corresponding day-to-day behaviors required of an internal consultant working with a business or agency.

30. Model appropriate ways to conduct an interview with clients to identify needs and to provide solutions.

Professionalism in the Workplace

31. Implement a professional business image including appropriate appearance and communication.
     Examples: clothing, hair, makeup, hygiene, voice, grammar, word usage, enunciation, nonverbal communication, etc.

32. Practice positive work behaviors and personal qualities such as demonstrating regular attendance, punctuality, and leadership and teamwork skills when working with clients.

Ethics and Legal Responsibilities

33. Demonstrate integrity and ethical behaviors when training and consulting.

Health and Safety

34. Analyze health and safety standards established by government agencies that impact the worker and work site.

Technology and Careers

35. Assess the training and consultation needs of the various businesses and industries in the sixteen National Career Clusters by applying tools to determine the needs of the business industry.

36. Utilize various technology tools in professional training meetings and consultation sessions.
     Examples: Prezi, PowerPoint, Word processing programs, Publisher, interactive white boards, etc.

37. Determine career opportunities, credentials, entrepreneurial endeavors, and professional organizations in the field for professional training and consultation.