



CERTIFICATION INFORMATION

Level 1: Specialty Certification - select 8 days of training within the specialty that suits your needs

Level 2: Master Trainer - complete an additional 8 days for a total of 16 days of training

Level 3: Training and Development Diploma - add another 8 days of training for a total of 24 days to achieve the highest level of Certification available

HERE'S HOW TO GET STARTED:

Step 1

Identify one of the eight areas of expertise that represents your training role or interest (e.g. *Instructional Designer/Developer*).

Step 2

Select the workshops that apply to the area of expertise, according to the Certification Grid below.

Step 3

Enroll in each workshop as your schedule and resources permit.

SPECIALTY CERTIFICATION AREAS OF EXPERTISE:

- | | |
|---|--------------------------------------|
| 1. Instructional Designer/Developer (DD) | 5. e-Learning Specialist (ES) |
| 2. Instructor/Facilitator (IF) | 6. Training Generalist (TG) |
| 3. Training Manager/Director (TMD) | 7. Technical Trainer (TT) |
| 4. Performance Consultant (PC) | 8. Virtual Trainer (VT) |

- ✓ **Mandatory** - Contact your client services representative.
- ✓ **Choose one of the two choices as the mandatory workshop.**

PUBLIC/ON-SITE WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Technical Trainer	Training Generalist	Virtual Trainer
25 Creative Ways to Add Excitement (or e25CW)	1		✓	✓			✓	✓	
Advanced Instructional Design	3	✓		✓	✓	✓	✓	✓	
Advanced Instructional Techniques	3		✓	✓			✓	✓	
Advanced Training Manager (only available as an on-site workshop)	3			✓	✓			✓	
Blended Learning	1	✓		✓		✓		✓	✓
Creating an e-Learning Strategy Self-Study Kit	1			✓		✓		✓	✓
Consulting Skills for Trainers	3	✓		✓	✓			✓	
Evaluation of Training	3	✓		✓	✓	✓	✓	✓	
Facilitation Skills for New Facilitators	3			✓	✓			✓	
How Adults Learn	1	✓	✓				✓	✓	✓
How to Influence People/Events	3	✓	✓	✓	✓			✓	
Instructional Design for New Designers	3	✓		✓	✓	✓	✓	✓	
Instructional Techniques for New Instructors	3		✓	✓			✓	✓	
Make Your Training Stick	1	✓		✓	✓	✓		✓	
Marketing Your Training Internally (or MYTI Self-Study Kit)	1			✓	✓			✓	

More links on the following page →



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PUBLIC/ON-SITE WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Technical Trainer	Training Generalist	Virtual Trainer
Polish Your Presentation Skills	1		✓	✓			✓	✓	
Professional Presentation Skills	3		✓	✓	✓		✓	✓	
Project Management for Trainers	2	✓		✓	✓	✓		✓	
Successful Training Manager	3			✓	✓			✓	
Training 101: All the Basics	2	✓	✓				✓	✓	
Training Needs Analysis (or eTNA)	1	✓		✓	✓	✓	✓	✓	✓
Web-Based Training	3	✓		✓		✓		✓	
Writing Skills for Trainers (or WSFT Self-Study Kit)	1	✓		✓	✓	✓	✓	✓	✓

VIRTUAL WORKSHOPS	Certification Days	Instructional Designer/ Developer	Instructor/ Facilitator	Training Manager/ Director	Performance Consultant	e-Learning Specialist	Technical Trainer	Training Generalist	Virtual Trainer
Instructional Design for New Designers	3	✓		✓	✓	✓	✓	✓	
Instructional Design for the Virtual Trainer	5	✓		✓		✓	✓	✓	✓
How Adults Learn	1	✓	✓				✓	✓	✓
The Virtual Trainer	5	✓	✓	✓		✓	✓	✓	✓
Training Needs Analysis	2	✓		✓	✓	✓	✓	✓	✓