

DESIGNING AND DELIVERING TRAINING

Presenter: Marcella Simon, President, Hemispheres Learning

Leadership

Lesson Description

One of the primary objectives of the YALI Network is to share knowledge and best practices among members. Many YALI Network members have valuable skills and information to pass along to others. Knowing the basics of how to design and deliver training is essential to providing a quality learning experience that will resonate and inspire others to act.

Learning Objectives

1. How to prepare and plan for training.
2. How to determine what materials you should prepare.
3. How to deliver training.

Discussion Questions

1. Considering your area of expertise, imagine a training that you could deliver and describe the group you would train. Design a plan for this training. Be sure to consider the following questions: What is the desired change in knowledge or behavior? How will you determine the skill level of your trainees? What materials should you prepare for this training? Where would you deliver this training? What is the schedule for the training? How will you evaluate the trainees' understanding of the material? How will you determine the change in knowledge or behavior?
2. What are some of the challenges you've faced in getting a training program off the ground? Discuss ideas for overcoming those challenges.

Developmental Actions

1. Working alone or with another YALI Network member, identify a training need in your community and design a program. For example, if you were a successful applicant to the Mandela Washington Fellowship, design a program to help future applicants.

About the Video Presenter

Marcella Simon has over 20 years of experience in adult learning strategies and human capital development, including teaching and training, curriculum and instructional design, and project management. She is well versed in classroom, blended and e-learning solutions and has designed and analyzed assessments and evaluations. She has also written scripts and directed video clips, podcasts and webinars. Simon has worked as an employee and contractor in the private, public and academic sectors. She has taught university courses at the undergraduate and graduate level in career development, workplace diversity, leadership, marketing, international management, cross-cultural communication and organizational dynamics. Simon has delivered courses for a worldwide audience including Australia, Malaysia, Singapore, Costa Rica and Panama. She is fluent in Spanish and has a working knowledge of French.