TRAINING
PROFESSIONALS
DESIGNERS, DEVELOPERS

747
Consulting
group

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Train-the-Trainer Workshop "Certified"

Class Length 3 Days
Prerequisites None

Overview

If you are now accountable for any kind of training in your organization this workshop is for you! Learn the essential skills to transfer knowledge to adult learners in a way that is educational, interesting and interactive!

Target Audience

Employees that are new to training, a subject matter expert that needs to train others or a trainer who is looking for new, more effective approaches to learning and you want to become a Certified Trainer

The Problem

• You have new accountabilities that include training and facilitating

• You are currently a trainer that wants to sharpen your skills and techniques

• You are a subject matter expert and need to learn how to transfer knowledge to others, but are not sure how to communicate that knowledge

• You are now responsible for conducting virtual training and don't know where to begin

Our Solution

To Learn to...

• Identify the essential skills necessary to teaching adult learners

• Design and develop training that "sticks"

• Create a learning environment that is conducive to learning and fun

• Increase your confidence and credibility with skills and technique

• Plan, develop, and create training for virtual delivery

Course Outline

• It Starts With You: Communications skills and styles, learning preferences

• Discipline of Design: Discipline of design, design model

• Audience and Evaluation: Principles of adult learning, stages of learning, generational differences, international differences, evaluation, measurement, selecting appropriate delivery methods

• The Design: Task analysis, develop goals and objectives, active vs. passive learning, learning activities

• Documentation: Documentation

• Delivery: Presentation skills, transitions, questioning and listening skills, participation and motivation, handling difficult situations, types of learners, room layouts, training techniques, day of training, audio visual aids, presentation slide tips, time management

• Online Learning Environment: Synchronous vs asynchronous, platforms and tools, simulating virtual training, what is VILT?, methods for engaging participants virtually, instructor skill sets, social media

• Practice and Feedback

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Measuring Training Performance Improvement

Class Length 1 Day
Prerequisites None

Overview

This workshop will give training managers or anyone responsible for training, the ability to determine the Return on Investment to the organization as a result of training.

Target Audience

Someone responsible for training and for determining a Return on Investment

The Problem

- You are not able to prove measurable improvements in desired skill areas after training
- Benefits of training are not realized and it is difficult to justify the costs

Our Solution

To Learn to...

- Develop pre-assessments and surveys
- Calculate Return on Investment
- Identify what data is necessary to generate a report that includes quantitative and qualitative information

Course Outline

- Overview of The Value of Training
- Assessments and Survey
- Cost and Benefits Calculations
- Analysis of Data
- The Report

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Video 101 — Lights, Camera, Train

Class Length 2 Days
Prerequisites None

Overview

Hiring a production company to create training videos is extremely expensive; however, the inclusion of video is an effective complement to providing training to a very busy and geographically dispersed audience. This fun, interactive and engaging workshop is designed to provide you with the basic skills and techniques to design develop and record short training and technical videos.

Target Audience

Anyone who is responsible for training others and needs to be able to quickly create a short technical or communication video

The Problem

- Expensive production costs
- Lack of familiarity with the medium and how to proceed

Our Solution

To Learn to:

- Assess the learning outcome
- Create an outline
- Create a storyboard
- Write the script
- Shoot the video
- Edit and finalize the video

Course Outline

- Introduction to Video and Equipment • Pre-production
- Production
- Post-production
- Tools, Templates, and Tips

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Beyond T3: Enhance Your Training & Engage Your Audience

Class Length *Variable*
Prerequisites *Train-the-Trainer Workshop or its equivalent*

Overview

This workshop takes your training expertise to the next level. Learn how to add stories, case studies, and activities to enhance your training programs. Learn new, creative ways to engage the audience. Participants will practice their new skills on their feet, and will conduct a mini training session, followed by facilitated feedback. Videotape option is available.

Target Audience

Experienced trainers who want to infuse more interactivity into their training as well as learn to make dry content more interesting, increase engagement and transfer more knowledge

The Problem

• You are responsible for teaching content that would be considered to be either/both dry or boring

• You teach compliance and regulatory content and have to lock the door behind the participants to keep them in the room for the training

• You are stuck and do not have an idea of how to infuse interactivity that is relevant and fun into your workshops?

• Your enrollments are low

• You have been asked to make your training more engaging by adding storytelling and/or improvisation - and you do not know where to start

Our Solution

To Learn to...

• Take dry content and make it an interesting training experience

• Use story and story elements to enliven your training sessions and engage your audience

• Implement ways to engage your audience

• Create interactive exercises for more quiet audiences

Course Outline

• T3 Review
• Four Step Preparation
• Four Ways to Engage the Audience
• Training Enhancements
• Activities
• Icebreakers
• Storytelling
• Four Sources for Stories
• Three Types of Stories
• Choosing Your Story
• Practice
• Personalized Feedback

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Return on Expectations

Class Length *Variable* ***Prerequisites*** *None*

Overview

The success of training initiatives is everyone's responsibility. Too often it is left to corporate trainers to shoulder alone. This course describes a holistic process for insuring the maximum business value of learning and the success of all training initiatives.

Target Audience

All stakeholders concerned with the success of learning initiatives

The Problem

• The responsibility for ensuring successful learning initiatives is viewed as being the sole province and
responsibility of the training department
• Lack of practical/realistic metrics to monitor the implementation and success of training initiatives
• The limited value of narrow, isolated evaluation metrics

Our Solution

To Learn to...

• Apply a holistic approach to evaluate the business impact of learning and training initiatives

Course Outline

• Outline Training Initiative/Program
• Identify and Align Stakeholders
• Identify Stakeholder Expectations
• Convert Stakeholder Expectations into Meaningful Metrics
• Develop a Training Initiative Implementation Plan
• Conduct Post-Training Follow-up and Evaluation • Determine ROE

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How to Facilitate e-Training

Class Length 1 Day
Prerequisites None

Overview

This workshop addresses the issues surrounding media use for training with an audience that is dispersed - sometimes globally. Questions regarding virtual participants' attention to and understanding of the class are common. Design training that is engaging. Learn how to leverage the tools available for the most impact.

Target Audience

Those who are responsible for facilitating learning in an e-Training Environment

The Problem

Many e-Training events are ineffective due to poor design or poor execution. The attendees are there to check a box, but the attempt at changing their behavior in the desired direction falls short.

Our Solution

To Learn to:

- Design, plan, prepare, and execute training in a virtual environment
- Identify how to use adult learning concepts in a virtual environment
- Engaging the virtual learner by promoting learner interaction and participation
- Prepare the agenda and roles for the virtual training environment
- Differentiate and leverage the characteristics of an eLearning attendee
- Use effective questioning and feedback techniques
- Avoid common problems

Course Outline

- Leveraging Common e-Training Environments Characteristics
- Roles that Increase Effectiveness
- Maximizing Your Voice and Presence
- Using Questions to Engage Adult Learners
- Design to Accomplish Rather than Cover
- Practice Your Design in a Virtual Environment

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How to Design & Present Technical Training

Class Length 1 - 2 Day(s) *Prerequisites* None

Overview

This workshop is for those who design and deliver technical training. Essentials of adult learning and how to make training "come to life" in a technical environment are covered.

Target Audience

Those who are responsible for designing, developing, and facilitating technical training on the use of tools, processes, or systems

The Problem

The design, development, facilitation, and testing for retention of technical training is often overlooked and assumed that a one time show-and-tell or a job aid will provide the right training for the learner.

Our Solution

To learn to:

- Use a systematic approach to easily help people use new technical tools, processes, and systems
- Provide effective demonstrations, while engaging the audience
- Segment or "chunk" content that reinforces the steps to complete a task
- Break down a task easily into its teachable parts
- Map learning objectives to the appropriate level of learning
- Select the best method to train learners
- Practice making training interesting and engaging
- Identify how much practice is needed to build a new skill
- How to test for knowledge retention

Course Outline

- Understanding How Adults Learn
- Learning Styles
- Selection and Sequence of Technical Training Methods
- Determine How Much Time is Required to Build a Skill
- Basic Questions to Promote Understanding
- Effective Demonstration and Practice - Follow Me

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Training Excellence Boot Camp for Training Professionals

Class Length Varies depending on selected content *Prerequisites* None

Overview

Design your own Boot Camp by working with a 747CG Learning Professional. The Training Excellence Boot Camp is designed to focus on helping individuals or groups become more effective training professionals.747CG has multiple resources and workshops designed for training professionals.

Our training consultants are some of the best in the business with a variety of expertise. Rather than a single workshop approach, 747CG will assist you in creating a plan to improve skills and knowledge in multiple areas of the training business.

Whether you are new to the training business or a seasoned professional, this boot camp will be designed to start where you need to, and take you to higher levels of success!

Target Audience

Anyone responsible to determine and communicate Return on Investment (ROI) or Return on Expectations (ROE) from training or learning effort

The Problem

- You have been given new training responsibilities and are not sure what skills and knowledge you need to be successful
- You have been a facilitator, but now want to learn more about designing and developing training
- Training in your organization is not providing the desired ROI (Return on Investment) or ROE (Return on Expectations)
- Going through all of the workshops that contain the topics you need is cost prohibitive
- Learning needs are met through a variety of modalities and you're not sure of the best approach for your organization
- You took the Train-the-Trainer Certification workshop and are wondering, "What's next?"

Our Solution
To Learn to...

- Create a customized series of learning opportunities to get you the knowledge and skills you need
- Identify your goals and then match to your strengths and opportunities for improvement
- Use the Knowledge Source Catalog as a starting point for discussion and the customize your learning plan
- Work with a variety of learning methods from instructor led workshops to eLearning, to 1:1 coaching, and practice opportunities

Course Outline

Some of the workshops and topics from Knowledge Source that may be reviewed to include in your learning path:

- Presentation
- Writing: Business Writing Essentials
- People Skills and Professionalism
- Influencing Corporate Culture
- Managing Employee Performance
- Project Management
- Training Professionals, Designers, and Developers
- If digitally viewing, courses titles are linked to course outlines.

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Instructional Design Fundamentals

Class Length 3 - 5 Day(s) depending on expected outcomes *Prerequisites* Intermediate MS Word and PowerPoint, Business Writing **Required Technology** Laptop and color printer

Overview

Instructional Design is the process, practice, science, and art used to define needs, identify the most effective and efficient ways to neutralize the need, prove that the need is negated.

The products of instructional design vary depending upon the performance that is missing, the knowledge and skills the target audience has related to the need, the available budget, and the delivery mechanisms that are available.

Sound Instructional Design principles support any type of content, cognitive level, or media. This fundamental workshop provides you with a proven step-by-step design process. It gives you simple, yet powerful, techniques for making your courses engaging, interesting, and memorable.

Target Audience

Anyone who meets the perquisites and has responsibility for getting someone to do something different or better

The Problem

- You need to determine the learning needs for your organization
- You need to change staff behaviors to support a specific business need
- You need to prove to leadership that the business need gap is gone

Our Solution

To Learn to...

- Apply Instructional Design principles
- Conduct assessments that define performance needs that align with organizational expectations
- Develop an evaluation strategy
- Develop an implementation strategy
- Write terminal and enabling objectives using best practices in design
- Select learning methods and media to support the learning objectives
- Create participant guides, facilitator guides, and performance support materials

Course Outline

This course can be instructor-led or 100% virtual.

- Instructional Design Basics — ADDIE and Other Design Models
- Learning Foundations
- Learning Principles
- Analyzing the Need
- Setting the Metrics
- Designing for Outcomes
- Developing for Ease of Use
- Implementing to Get Results
- Evaluating to Determine Results

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Instructional Design — Digging Deeper

Class Length 3 - 5 Day(s) depending on expected outcomes *Prerequisites* Intermediate MS Word and PowerPoint, Business Writing *Required Technology* Laptop and color printer

Overview

Go beyond the theory of Instructional Design and drive learning projects to successful results. This hands-on workshop explores the skills and knowledge you need. Through case studies, it allows you to bring theory to practice.

Target Audience

Anyone who meets the perquisites and has responsibility for leading a training effort

The Problem

• You must resolve the learning needs for your organization • You are responsible for managing the change/learning process defined to support a specific business need

• You need to report to leadership that the business need gap is gone

Our Solution

To learn to:

• Implement Instructional Design principles

• Lead assessments that define performance need that align with organizational expectations

• Implement an evaluation strategy

• Execute an implementation strategy

• Report results and gain buy-in

Course Outline

• Review of Instructional Design

• Estimating Costs

• Managing Learning Projects

• Linking Learning to Specific Outcomes

• Strategizing for Implementation

• Evaluating to Determine Results

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Story-Based eLearning Design Certificate Workshop

Class Length 2 Days
Prerequisites Exposure to eLearning Development

Overview

Story-Based eLearning is an engaging, high-interaction, and high- discovery method of learning where the content is embedded in real-life events like stories, scenarios, failure in compliance, troubleshooting, success stories, super heroes, diagnostics, cases, memes, and others that puts the learner on the spot by confronting real-life episodes. They have been proven to help learners learn in areas where the subjects involve risks, emotional experience, behavioral changes, decision making and judgment, in-depth technical skills, and social learning.

Unfortunately, many of the approaches in Story-Based Learning are merely extensions of the linear storytelling learning design that narrates stories but are unable to get learners into an interactive mode. Effective Story-Based Learning design requires a fundamental shift in assumptions — a discovery method that helps learners to think through real-life events and situations and interact to achieve better learning.

Target Audience

Training and eLearning staff, subject matter experts (SMEs), team members, and leaders; instructional designers, who must convert content or create highly engaging eLearning

The Problem

- Long, boring, tedious eLearning programs
- Costly development
- Learners not retaining lessons
- Very long programs

Our Solution

To Learn to...

- Assist process improvement consultants, subject matter experts (SMEs), instructional designers, trainers, writers, presenters, systems developers, social learning facilitators, and content designers assimilate the mindset and skills to implement Story-Based Learning projects
- Develop and adapt Story-Based Learning processes, methods, templates, and demos to suit multiple content requirements and standardization
- Provide participants a library of Story-Based Learning models, examples, and demos for ongoing references after the workshop

Course Outline

- Understand the heart of a truly engaging Story-Based Learning design
- Differentiate the key differences between traditional instructional design and Story-Based Learning design.
- Learning Principles
- Adapt the Story-Based Learning design for subject matter experts (SMEs), instructional designers, writers, trainers, presenters, systems developers, and content designers. Setting the Metrics
- Identify where Story-Based Learning works the best in job- related learning demands
- Create Story-Based Learning for a high-discovery process
- Learn to embed all types of content into stories and scenarios
- Understand the ten models of Story-Based Learning
- Build powerful, engaging, and provocative stories and scenarios
- Create Story-Based Learning that produces impacts on job performance
- Pick the characters and events that match your content and context
- Create characters to deliver the learning points
- Construct step-by-step Story-Based Learning architecture with nodes, events, conflicts, and challenges
- Create Story-Based Learning that allows multicultural, multilingual and multi-geographical context and applications
- Construct mini-Story-Based Learning snippets, nuggets, or vignettes
- Integrate Story-Based Design with micro-learning, games, case methods, troubleshooting, diagnostics, and other event driven approach to learning design
- Determine the different types of stories to match your Story-Based Learning
- Understand what software supports Story-Based Learning development
- Discover Learning platforms that support Story-Based Learning
- Track learning progress in Story-Based Learning
- Develop standards and templates for reusable Story-Based Learning applications
- Manage cost and create a budget and plan, a documentation that becomes your storyboard and worksheet that serves as a guide for the interactive and software developers

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Leveraging OJT (On the Job Training)

Class Length *4 Days or Custom*
Prerequisites *Word Processing, Desire to Change Behaviors*
Pre-Work *Everything DiSC® Workplace Profile*

Overview

This workshop provides the foundational knowledge and techniques needed to design and develop effective OJT instruction, as well as, to provide one-on-one training on Standard Operating Procedures (SOP) or Standards. In most organizations, the SOP and Standards drive OJT, as they are normally very job and outcome specific, and require some level of hand holding.

Target Audience

Employees responsible for designing, creating, and delivering training on Standard Operating Procedures and Standards

The Problem

- Training on important SOPs and Standards are lacking in your organization
- Product or service quality is negatively affected by failure to follow SOPs and meet Standards
- OJT has been less than successful as letters, memos, and emails are not effective and do not produce desired Results

Our Solution

To Learn to...

- Determine the key concepts of adult learning, learning styles, developmental stages, and active and passive learning effect on the job training
- Create an action plan for implementation
- Leverage instructional design to target training on specific SOPs and Standards
- Smash your writer's block
- Formulate valid and reliable assessment questions that measure outcomes
- Understand the rules of netiquette to create better, shorter, and more effective emails
- Develop performance checklists that mirror the key tasks • Say "no" in your writing without risking business relationships
- Identify communication and behavioral styles and determine how they impact learning

Course Outline

- **Day 1:**
-- General Overview: Importance of OJT and SOPs, characteristics of effective OJT
-- Understanding Adult Learning: Principles of Adult Learning, learning styles, development stages, active and passive learning
-- Using an Instructional Design Model: Overview, analysis of needs, audience, context, delivery

- **Day 2:**
-- Organize: Understand the SOPs, develop performance targets, determine presentation strategies, sequence instruction, develop activities, align performance checklists

- **Day 3:**
-- Measure Results: Knowledge checks, types of assessments
-- Documents: Prepare needed materials
-- Delivery: Understand behavioral styles: DiSC®, leverage styles during OJT
-- Evaluate: Determine effectiveness

- **Day 4:**
-- Delivery Techniques: Preparation for training, time management, body language, vocal skills, questioning skills, listening skills
-- Participant Focus: Engage and motivate
-- Begin/End: Candidate selection, invitation, wrap-up
-- OJT Deliver: Practice delivery of training designed within the course with an opportunity to receive real - time feedback
-- Wrap Up

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Advanced Presentation Skills

Class Length *1 - 2 Day(s)*
Prerequisites *Presentation Clever or equivalent experience.*
Pre-work *Participants will be asked to prepare three presentations that will be used throughout the workshop to focus on improvement opportunities* **Max Participants** *10*

Overview

"A presentation is not about the PowerPoint slides. It's about the way you go about connecting with your audience to engage, inspire, persuade, and influence." Anne Harlow Take your presentation skills to the next level and learn how to create and deliver dynamic presentations that generate action and produce results. Increase positive outcomes in meetings, sales presentations, technical communication, strategy, and improvement plans, and overall communication in many situations.

This workshop will incorporate ideas, techniques, and practice opportunities to improve current presentation skills.

Participants will receive professional coaching and feedback and receive a recorded copy of their practice for self-evaluation.

Target Audience

Anyone who desires to improve and fine tune their current presentation abilities. Trainers, executives, managers, subject matter experts, business leaders and others who have some presentation experience and want to take those skills to the next level

The Problem

Lack of audience engagement and interaction, ineffective delivery techniques, presentations that provide knowledge but lack energy and passion, and ultimately there are no results or action at the end of the presentation

Our Solution

To Learn to...

- Define and demonstrate the elements of stage presence
- Practice audience engagement and interaction techniques
- Demonstrate confidence and flexibility
- Execute ability to persuade an audience
- Create a compelling message and content flow
- Design effective visuals

Course Outline

- Identify your current presentation strengths and opportunities for improvement
- Engage your audience by using themes and story-telling techniques
- Involve the audience using questions and interaction skills
- Enhance your confidence, composure and charisma
- Learn the art of improvisation
- Managing virtual presentations
- Preparing for challenging audiences
- Create impactful visuals to support your presentation
- Refresh and customize existing materials
- Practice skills and receive professional coaching and feedback

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RFP Preparation

Class Length 1 Day
Prerequisites Intermediate MS Word and PowerPoint, Business Writing

Overview

A poorly written and executed RFP is the gift that keeps on taking your time, money, and resources. This workshop provides an overall framework and delineates a process that you can execute, in conjunction with procurement, to create high-quality Requests for Proposal (RFP) that has vendors generating need specific responses.

All too often, an RFP fails to foster meaningful responses that help you to separate the wheat from the chaff; which, in turn, leads to poor decisions that lack clarity and predictability.

Target Audience

Anyone charged with RFP prep - less experienced to professionals

The Problem

Your current RFP preparation process:

- Produces incomplete and inaccurate responses
- Generates endless vendor questions and calls for clarification
- Lacks clarity
- Produces insufficient or disorganized requirements
- Needs standard templates and tools

Our Solution

To Learn to...

- Conduct pre-proposal conferences
- Produce effective RFPs
- Leverage teaming
- Apply time saving evaluation tricks and techniques
- Use time proven RFP Templates

Course Outline

- Introduction: Agenda and objectives, discussion on current state and trends of RFPs
- Challenges to Successful RFPs: What prevents us from doing quality RFPs and why they cause your suppliers heartache
- Preparing for a Successful RFP: Leverage teams to create solid requirements while understanding which suppliers should receive your RFP
- Cool Activities After You Issue Your RFP: Understand the power of a pre-proposal conference in receiving quality responses and building effective RFP evaluation techniques and tools
- Evaluating, Negotiating and Awarding Your RFP: Obtain time saving techniques along with proven evaluation methodologies
- RFP Templates: Receive proven RFP templates and learn how to use and leverage these templates

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Presentations — More than Ideas!

Class Length *3 Days Classroom / 3 90-minute Webinars*
Prerequisites *A desire to be a great presenter. If PowerPoint is used,*
Discovering the Power of PowerPoint or similar training or experience
Pre-work *Everything DiSC® Workplace Profile, prepare a three minute*
presentation

Overview

Every presentation has one specific goal. Your challenge is to achieve that goal as concisely and completely as possible while meeting the expectations of those attending.

At play are three critical elements; the goal, the audience, and you.

1. The goal drives the content, structure, and approach.
2. The audience drives the style and delivery.
3. You sell the concept, gain the commitment, drive the call to action, and close the deal!

Of the three elements, which is most critical? You! This workshop uses multiple video recordings to concentrate on you and what it takes to reach the top of your game.

Target Audience

Anyone willing to work hard and change their presentation behaviors

The Problem

How do you bring energy and outcomes to your presentation? Anyone can present, but which presenters do you remember? Which presenters do you avoid? The remembered presenters created an environment that had a goal and set expectations.

He or she did more than drone on over projected images that are too complex and boring. Often times, the listener doesn't care about what you do.

Our Solution

To Learn to...

- Establish rapport, credibility, and emotional connection to your audience
- Leverage this connection to inspire, inform, teach, coach, facilitate, or persuade
- Apply innovative ways to involve the audience in what is real and vital to them
- Hold attention using emotions
- Effectively use non-verbals - space, gestures, visual aids, etc.
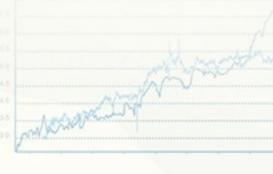- Explore the use of appropriate humor

Course Outline

- The Fundamental of Effective Speaking (three minute opening presentation)
- Anatomy of an Effective Presentation
- Your Audience
- Staying Powerful, Resourceful, and On Track (three minute presentation of content to this point)
- Handling Confrontation: The bored, the disgruntled, and the lazy
- Applying the "Non-verbals"
- Bringing It Together (ten minute presentation on your choice of topic)
- Presenting in Team
- Leveraging the Internet

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Scenario-Based eLearning Design Certificate

Class Length 2 Days
Prerequisites Exposure to eLearning Development

Overview

Scenario-Based eLearning (SBL) is an immersive, high-interaction, and high-discovery method of learning that puts the learner on the spot. SBL provides participants with realistic situations through the use of multimedia and has been proven successful in increasing skills in the areas of scientific and engineering topics, emotional experience, behavioral changes, decision making and judgment, in-depth technical skills, and social learning. Many approaches in SBL development tend to overkill SBL design - increasing costs and development time. In this session, you will learn the steps of constructing an SBL successfully, while keeping a lid on budget and time.

This certificate program focuses on effective and cost efficient design and development, practical and useful, not theories or software use

Target Audience

Subject matter experts (SMEs) who are responsible for implementing scenario eLearning, instructional designers who must convert content or create highly engaging eLearning, designers and developers who need to add high interaction and engagement in their eLearning courses, managers, and leaders who must lead and manage design and development of scenario-based eLearning courses

The Problem

- Shallow interactions with advance and in-depth content
- There is little learner engagement
- Costly development
- Learners not retaining lessons

Our Solution

To Learn to...

- Assist leaders in identifying opportunities where investment in learning and training is matched with an immersive design using scenarios
- Assist process improvement consultants, subject matter experts (SMEs), instructional designers, trainers, writers, presenters, systems developers, social learning facilitators, and content designers assimilate the mindset and skills to implement Scenario-Based Learning projects
- Provide participants a library of Scenario-Based Learning models, examples, and demos for ongoing references after the workshop
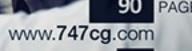
Course Outline

- Understand the heart of a truly engaging SBL
- Identify where SBLs work the best in job-related learning demands
- Create SBLs highly discovery process
- Understand models of SBLs
- Build powerful, engaging, and provocative scenarios and simulation
- Create SBLs that immediately impact on-the-job performance
- Pick the situations and scenarios that match your content and context
- Create what-if situations to deliver the learning points
- Construct step-by-step SBL architecture with nodes, events, conflicts, challenges
- Construct mini-SBLs, snippets, nuggets, or vignettes
- Determine what different types of stories to match your SBLs
- Understand what software supports SBL development
- Extend SBLs from simulated events to real-life applications in scientific, mathematical, engineering, compliance, software situations
- Manage costs, create a budget and plan, create documentation that becomes your storyboard and worksheet to serve as a guide for the interactive and software developers
- Make SBLs powerfully engaging, without increasing costs; making SBLs affordable
- Select the right software for implementation

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Discovering the Power of PowerPoint

Class Length *1 Day Classroom / 3 90-minute Webinars* ***Prerequisites*** *Understanding of Microsoft PowerPoint basics* ***Pre-work*** *Submit PowerPoint Sample*

This workshop will focus on features in PowerPoint 2010 and 2013.

Overview
PowerPoint is a valuable tool designed to clarify and complement presentations. Learn key elements to ensure that your content is enhanced with dynamic, powerful and effective visuals.

Target Audience
Anyone who wants to enhance their PowerPoint knowledge to create visuals

The Problem
Ineffective slides that do not match or enhance the presentation, too many slides, poor use of animation and transitions, lack of interest and focus with slides

Our Solution
To Learn to...

- Recognize the essentials of good PowerPoint design
- Produce compelling, engaging, and dynamic visuals that enhance your presentation
- Improve visuals with animation and transitions
- Save time with Master Templates
- Identify the best practices for professional interaction between the presenter, the screen, the computer, and the projector
- Create charts and graphs that provide impact

Course Outline

- Good Design Elements
- Starting with Storyboards: Matching the visuals to the content of your presentation
- Formatting: Beyond the basics, text, objects, pictures
- Charts and Graphs: Creating, linking, formatting
- Using Animation and Transitions: Slides, text, and graphics
- Master Templates: Creating and using
- Slide Shows: Timing, effects, interaction
- Customizing the Ribbon
- Technology Tips and Tricks

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DiSC® Certification

Class Length *Blended: Pre-workshop Assignment, 2 Day workshop, Post-workshop Practicum with Support*
Prerequisites *None*

Overview

Many of our clients find that certification helps them move the DiSC® experience from an event, that is quickly forgotten, to a language with actions that permeate their organization's culture and is leveraged by teams, managers, leadership, sales, and customer service to improve communication and build strong relationships.

747CGGlobal®, an award winning Everything DiSC® Authorized Partner, provides a comprehensive DiSC® Certification using a combination of learning strategies that includes pre-work, a two-day facilitated workshop, and ongoing reinforcement and support Note: This Certification is valid within the United States and within your sponsoring organization outside of the United States. It is not valid in any other country or outside of your sponsoring organization in any other country.

Pre-Work Assignment

In order to maximize our time together during the workshop, the following pre-work activities must be completed:
• Complete an online DiSC® Classic 2.0 (access sent to upon enrollment)
• Read *The Great Connection* by Arnie Warren (purchase on your own from Amazon)
• Complete a Role Behavior Analysis® on the facilitator role (access sent to you upon enrollment)

Our Solution

To Learn to...

• Administer the DiSC® Classic Profile • Debrief a DiSC® Classic 2.0 Profile •
Facilitate a variety of DiSC® exercises • Pass a test on DiSC® basics
• Review role-based behavior using the Role Behavior Analysis®
• Review the variety of tools available to apply the DiSC® • Explain the DiSC® Circumflex model
• Plan your personal application of the DiSC® model

Course Outline

• **Day 1 - Learning the DiSC® Model**
-- DiSC® history and key validation facts
-- The principles behind the DiSC® system
-- Details about each of the four DiSC® factors
-- How to explain the DiSC® profile in simple terms
-- DiSC Graph Interpretations: What to look for
-- How to use the DiSC® profile report as an effective workbook
-- How to incorporate DiSC learning activities into your Instructional Design

• **Day 2 - Implementing DiSC®**
-- Handling the most commonly asked questions (e.g. "Is DiSC® a personality test?")
  - What DiSC profiling pre-work is realistic and yields maximum results
  - Interpreting an online generated profile
  - Integrated self-testing helps reinforce course content
  - How to use DiSC for team-building, leadership development, and coaching
  - How to keep DiSC® application alive in your organization

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