

# APICS Train-the-Trainer Course

The two day interactive APICS Train-The-Trainer course provides essential know-how for anyone wanting to improve their training and presentation skills.

Participants will review how to appraise the learning needs and styles of learners and how to motivate them. You will also discover how to make use of visual aids and other support tools to better enhance your delivery, master how to prepare lesson plans that meet the needs of your audience and understand how to appropriately evaluate students' work.

## PROGRAM CONTENT

- Basics of Successful Instruction
  - Mini-Lesson
  - Standards Used to Assess Lesson
  - Flip Chart Use
- The Training Process
  - Stages of Interpersonal Communication
  - Questioning
  - The Training Steps Review
  - LCD Projector Demonstration
- Learning Objectives & Lesson Plans
  - Components of Learning Objectives
  - Learning Objectives Peer Review Exercise
  - The Lesson Plan
  - Lesson Plans Peer Review Exercise
- Training evaluation
  - Training Evaluation
  - Training Evaluation Exercise
- Practice Instruction
  - Practice Instruction, Session 1
  - The Critique Process
  - Class Critique
- Communication, Motivation, and Learning Styles
  - Components of Communication
  - "Your Learning Experience"
  - Motivating Learners
  - Learning Styles
- Media Selection
  - Media Exercise
  - Media Use for Instructing
  - Training Room Layout
- Challenges and a Checklist
  - Tips on Training
  - Checklist for Effective Instruction

Workshop participants also deliver practice presentations where in-class feedback will be provided.

13 & 14 December 2014

9:00am - 4:30pm

Venue:

apicsAU Victorian Office  
Suite 8  
75–79 Chetwynd Street  
North Melbourne VIC

apicsAU

PO Box 249  
Parramatta NSW 2124

Phone: 02 9891 1411

Fax: 02 9891 1220

E-mail: [enquiries@apicsau.org.au](mailto:enquiries@apicsau.org.au)

## WHO SHOULD ATTEND

- Trainers and Facilitators deliver training to adults
- Line Managers wishing to prepare and deliver better presentations or facilitate better training sessions
- Anyone wishing to improve their understanding of what makes training sessions work
- Supply chain and operations management professionals who wish to facilitate APICS CPIM and CSCP certification training

## PROGRAM FACILITATORS: KEN TITMUS & KAREN LIVEY

**Ken Titmus** runs his own business, Kent Outsourcing Services, and has worked with well over 200 companies assisting them in all aspects of their manufacturing planning and control systems and providing their employees with education courses to raise their level of understanding of Operations Management and Supply Chain Management.

Ken is an APICS Master Instructor for the CPIM, CSCP and Lean Program, as well as for the APICS Instructor Development Programs: Train-the-Trainer and Learning Dynamics for Instructors. In addition, he has obtained his SCOR-P qualification from the Supply Chain Council as well as the CPF certification from the Institute of Business Forecasting, the PLS qualification from ASTL, the CS&OP certification and more recently the CDDP and CSCA from the ISCEA.

Ken has been very involved with SAPICS for last 28 years from running the Cape Town Chapter and currently holds the role of President. Over the last 20 years, he has presented many papers at South African and overseas Supply Chain conferences. Ken's main focus today, in SAPICS and APICS, is developing people as instructors to improve the delivery of the excellent APICS course material.

**Karen Livey** is a Corporate Trainer for Quintessence, a company offering training and facilitation for both nationally recognised training qualifications and professional development in Australia. Earning a Bachelors Degree in Geography and Psychology from the University of KwaZulu-Natal and an MBA from The Open University, Karen gained an assortment of career experience before joining Quintessence in 2002.

For the past ten years, Karen has been offering training to increase negotiation skills, conflict management and leadership skills. Drawing on her extensive expertise, Karen also develops course content and includes learning guides for all training sessions leading to the realisation that an abundant clientele has taken away new learning and used it in a practical way within their individual work environments to improve their productivity and achieve promotions.

Karen is affiliated with apicsAU as facilitator of its Diploma of Purchasing and Certificate IV in Purchasing courses, and as President of the apicsAU WA Chapter.



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### REGISTRATION FORM: APICS TRAIN-THE-TRAINER

To register, fax to apicsAU on 02 9891 1220, email [enquiries@apicsau.org.au](mailto:enquiries@apicsau.org.au) or call 02 9891 1411 for more information.

**Fees:** (GST inc)      apicsAU Members: \$880      Non-members\*: \$1100 (includes 1 year membership)

Name:

Job Title:

Company:

Phone:

Email:

**Payment Details:** (circle) Direct Deposit / Cheque / Credit Card

Credit Card Type: Visa / Mastercard / Amex

Card Number:

Expiry Date:

Name on Card:

Signature:

\* Please note non-member rates include 1 year apicsAU Professional membership. This form is deemed to be a membership application for non-members.  
All registrations will be acknowledged by email and cancellations cannot be processed within 10 business days of the course.