

# 4

## Training Certificate of Excellence

**Gain a practical overview of the entire training function!**

Are you a new trainer seeking tips and techniques or an experienced trainer looking for ways to increase learner engagement? Are you looking to start a new career as a trainer? You will find this course valuable in increasing your understanding of the training function.

### This certificate includes:

- ✓ Minimum 48 hrs. of Training
- ✓ Six L&OD Courses
- ✓ 1 Teach Back Session
- ✓ Chart Your Own Progress
- ✓ Completely Instructor-Led

**✓ CEUs: Up to 3\***

*\*CEU credits vary based on course selection.*

This certificate program will equip you with the necessary skills to deliver highly effective training sessions that will engage and inform your participants.

### Why Should I Attend?

- ✓ Learn and apply effective training techniques for engaging a variety of learning styles.
- ✓ Fully grasp how to use adult learning theory to engage your learners.
- ✓ Know how to create a dynamic, engaging learning environment.
- ✓ Design and deliver your own training presentation to practice new skills learned through the course.

### Certificate Requirements:

#### #1: Register for and Complete Four Core Courses

1. T1: The Basics of Training
2. T2: Designing Training
3. T3: Instructor-Led Training
4. Online Facilitation Skills **OR** Designing eLearning Modules

#### #2: Register for and Complete Two Elective Courses (See next page.)

#### #3: Complete One Scored Portfolio Project

Email Joy Birmingham details: [joy.birmingham@duke.edu](mailto:joy.birmingham@duke.edu).

Please be advised that only full day (8 hour) courses qualify as electives for the certificate program.

# Chart Your Progress!

Ready to discover the keys to creating engaging training that ensures learner success? A professional development plan can help you reach your goals. Create your plan and chart your progress towards obtaining your Training Certificate of Excellence.

## CORE COURSES (REQUIRED)

**T1: Basics of Training:**  Registered  Completed Date: \_\_\_\_\_

**T2: Designing Training:**  Registered  Completed Date: \_\_\_\_\_

**T3: Instructor-Led Training:**  Registered  Completed Date: \_\_\_\_\_

Choose **ONE**:  Online Facilitation Skills OR  Designing Online Modules  
 Registered  Completed Date: \_\_\_\_\_

## Recommended L&OD Electives\* (Choose Two)

*\*If you use any core course as an elective, you will not be able to earn the certificate where that core course is a requirement.*

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| <input type="checkbox"/> Communicating with Diplomacy & Tact 2** | <input type="checkbox"/> Project Management Level 2**                                      |
| <input type="checkbox"/> Critical Thinking Skills                | <input type="checkbox"/> Resilience  |
| <input type="checkbox"/> Crucial Conversations                   | <input type="checkbox"/> Feed Forward: Giving & Receiving Critical Performance Information |
| <input type="checkbox"/> Crucial Accountability                  | <input type="checkbox"/> High Performing Teams   |
| <input type="checkbox"/> Essential Presentation Skills           | <input type="checkbox"/> SAP Performance Management Best Practices (for DUHS only)         |
| <input type="checkbox"/> Fundamentals of Business Writing        | <input type="checkbox"/> Storytelling: Advanced Presentation Skills                        |
| <input type="checkbox"/> Managing Multiple Priorities            | <input type="checkbox"/> Situational Leadership  |
| <input type="checkbox"/> Navigating Challenging Personalities    | <input type="checkbox"/> Transformational Leadership                                       |
| <input type="checkbox"/> Notary Public                           |  |
| <input type="checkbox"/> Project Management Level 1              |  |

*\*\*This course has a prerequisite requirement. Please refer to the course listing.*