Training Basics Made Simple

Have you ever had a request to provide “training” in a subject that you know really well, but were apprehensive about the training process? You are not alone. Even experienced trainers have had similar concerns. There is help for those who are required to provide training to staff, other departments, or students.

The Human Resources Training Department will offer *Training Basics Made Simple*, a train-the-trainer program for staff. The workshop covers basic skills for developing and conducting an effective training event. It is designed to equip participants with fundamental facilitation skills who may deliver training in the near future. At the end of the two-day class, students will be able to conduct a training session geared toward the needs of their audience.

Check out the photos from some of the staff presentations on day two of the class.

![The class after a mini-training session on puppetry by Janet Herriman.](image1)

![Presenter Lisa Anderson-Houston involving Jamie Faber in a demonstration of golfing techniques.](image2)
Graduates with facilitators Darnita Brassel (UTHSC Training Administrator) and Tomi Rogers (UT System Employee and Organizational Development Office) after completing the two-day Training Basics class.

Training Basics will be held on the dates listed below. All classes will meet in the HR training room at 910 Madison, Suite 725 from 8:30 a.m. – 4:30 p.m. each day. Participants will receive HR128 credit.

2013 Dates

Thursday and Friday, March 7 – 8, 2013

Thursday and Friday, June 6 – 7, 2013

Space is limited to 15 participants per class due to presentations on day 2. Enroll through the training portal. Click the “Human Resources” category link to find the classes.