

## TRAIN-THE-TRAINER (2- 5 DAY)



In this course attendees are taught the Instructional System Design (ISD) methodology that provides a roadmap for successful training activities. You will learn the basics of job analysis, training design, training materials development, implementation and training evaluation. Each topic has exercises, which taken together, provide each attendee with a completed training materials package. The length of the course determines the level of detail the materials cover.

## JOB ANALYSIS AND TRAINING DESIGN (2-DAY)

These are the two core skills that every trainer needs. Job analysis provides the skill to identify, rate and classify job tasks. Attendees will perform several job analyses that identify critical tasks. Training Design teaches the content, sequence and methods of instruction. All other elements of the ISD methodology will fail if Job Analysis and Training Design are performed incorrectly.

## CLASSROOM PRESENTATION SKILLS (2-DAY)

Learn the characteristics of successful Instructors and the selection process needed for successful knowledge transfer. This course teaches types of delivery, delivery techniques and addressing different learning styles. Successful graduates will design, develop and teach a topic relevant to their job position.

## TEST CONSTRUCTION AND EVALUATION (2-DAY)

This workshop teaches the four levels of evaluation, cognitive skills, learning objectives and test item construction. Test item usage and construction is the most common problem for new writers. This course thoroughly explores the types of test items and their application to technical training. In addition, attendees learn test administration, training policies and procedures and training program evaluation.

**TENNESSEE OFFICE:** 865-681-3173  
**TEXAS OFFICE:** 281-584-9214

## BASIC PROCEDURE WRITING (2-DAY)

Learn the correct methods for developing procedures that guide any work activity. This course teaches identifying needed procedures, format options, rules for individual step development and the review and approval process. Various exercises illustrate procedure writing problems and solutions.

## ADVANCED PROCEDURE WRITING (2-DAY)

This course, a continuation of Basic Procedure Writing, addresses identifying cautions and warnings, process variables and consequences of individual actions. Attendees will develop tables, if-then and job aid applications that enhance and improve usability of procedures. Successful graduates will have a well-rounded understanding of identification, construction and application of various types of procedures.

## ON-THE-JOB TRAINING (OJT) (2-DAY)

The most used and neglected training technique, OJT should have a design, structure and methodology all its own. This course will teach each of these as well as Adult Learning Theory. The core skill to be learned is a systematic approach to OJT so that all personnel have the same opportunity, training and evaluation. This course is the culmination of the typical training plan and should not be overlooked.

## EFFECTIVE COMMUNICATION (2-DAY)

Nothing improves organizational efficiency as much as effective communication. This course teaches the tools of effective communication for written and oral interaction. Learn five critical facets of conversation including the biggest detriment to listening. With email and text as today's communication standard discover the do's and don'ts of effective writing. As social media expands its reach to all aspects of society organizational communication must address this media as well. Use consistent and effective rules to ensure that social media is used correctly.

## MOTIVATION (2-DAY)

With all organizations doing more with less, existing employees become that much more important. This course takes you through the evolution of modern motivational theory. Discover why different people have different motivators and how to deal with them as individuals. Also discover why some aspects of work environments are not motivators at all and can even be de-motivators. Learn the critical aspects of today's most widely recommended motivational techniques.



ALL COURSES ARE:

- 1) READY TO TEACH TOMORROW
- 2) EASILY MODIFIED TO UTILIZE

YOUR FORMS, PRACTICES, FORMATS, ETC.

*IPI's Goal is to assist your organization in becoming more productive while helping employees lead physically and psychologically productive and healthy lives. These workshops train critical members of your organization to help you create and maintain the work processes, personnel training, and policies/procedures needed to facilitate a highly motivated workforce.*

## LEADERSHIP (2-DAY)

The most effective organizations have goals and objectives that are clear and achievable. This is the most important role of leadership and includes effective communication of the established goals and objectives. Learn nine additional roles that leaders fill. This course includes proven and effective techniques of identifying potential future leaders.

## COACHING (2-DAY)

Coaching is a critical element of leadership and teamwork, both traits every organization seeks. This course teaches the five steps of the coaching process. Workshop content includes identifying potential coaches, training new coaches and evaluating their effectiveness. Coaching is an essential skill of the training process and doing it properly is essential. This course provides the necessary tools to produce effective coaches.

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## MENTORING (2-DAY)

Mentoring is a more formalized type of coaching used more frequently in professional relationships. Because of its structure, mentoring requires more reporting and documentation of progress and completion. This course teaches the differences between coaching and mentoring and will guide you through one proven method of establishing a mentoring process. Exercises will illustrate common pitfalls and ways to resolve them during the mentoring process.

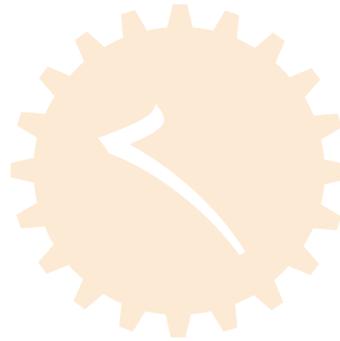
## ORGANIZATIONAL DEVELOPMENT (OD) (2-DAY)

OD's goal is to improve the overall efficiency of a group or organization. One of the most common goals is to improve organizational communication because it affects the most people. Following this, additional actions such as upgraded work processes, culture evaluations and motivation improve areas or elements of the overall organization. This workshop will help you identify when you have an OD problem and provides a five step approach to solving the problem. This course uses group setting role-play to illustrate OD problems and solutions.

## PLANNING AND SCHEDULING

This course will address a proven model of planning and prioritizing work as well as scheduling and scheduling conflicts. Identifying current maintenance practices including maintenance work flow, backlog history, equipment history and staffing will be covered. Changing the culture of both operations and maintenance related to planning and scheduling will be discussed. Effective work package completion as well as planner pitfalls and how to approach and resolve them will be covered.

*Call 865-681-3173 for a complete workshop outline or to discuss pricing or scheduling.*



**INDUSTRIAL PSYCHOLOGISTS, INC.**  
4629 Scenic Point Drive  
Louisville, TN 37777



**OFFERING COURSES THAT ARE  
FULLY CUSTOMIZABLE  
AND READY TO TEACH  
TOMORROW**

*For success, call 865-681-3173  
and schedule a **Free** onsite visit.*



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