

Train the Trainer: The Adult Learner


Instructor's Guide



Icons Used In This Guide

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REVIEW slides
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INDIVIDUAL ACTIVITY
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ASK
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WRITE
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CLASSROOM ACTIVITY
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Multimedia
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SMALL GROUP ACTIVITY
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REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	35 Minutes
2	Helps & Hinders	40 Minutes
3	How Adults Learn	55 Minutes
4	System of Instruction	55 Minutes
5	Summary	40 Minutes
Total Time:		225 Minutes

For Transit Elevator/ Escalator Consortium Use Only!

Train the Trainer: The Adult Learner

Instructor's Guide

Overview

Purpose The purpose of this module is to:

Provide the participant with a general knowledge of how adults learn, general learning styles, and a system of instruction.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Describe the characteristics of adult learners
- List helps and hinders to adult learning
- Describe how adults learn
- Describe Gagne's nine events of instruction and identify examples
- Identify a variety of instructional techniques for adult learners used by the Consortium

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Paper & Pencils (some color paper if possible)
- Helps and Hinders Wall (see next page)
- Flip charts - 2
- Sticky note sheets
- White board
- Small bag with title "Test Bag"
- Tape
- Participant Guide: Agenda, Self-Assessment Form, Pre-Training Analysis Form, Train the Trainer Goal and Objectives, Characteristics of the Adult Learner, Four Types of Learning Styles, Guide to Adult Learners Template

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection

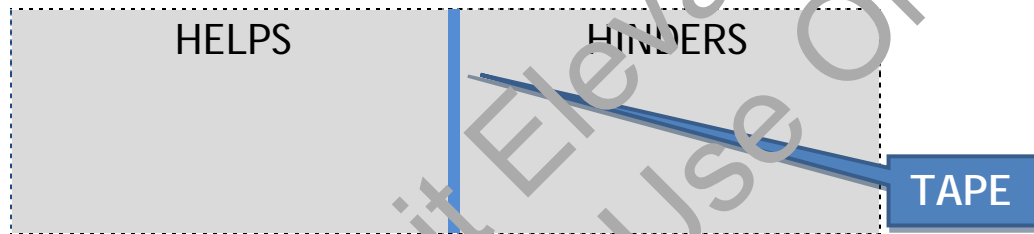
Train the Trainer: The Adult Learner

Instructor's Guide

Advanced Preparations

HEADINGS: Post headings of Teaching Techniques/Tools: LECTURES, DEMONSTRATIONS / LABS, ONE-ON-ONES, POWERPOINT, FLIP CHART, GROUP DISCUSSIONS. Use flip chart sheets, fold to hide heading. Place 6-8 post-its beneath each heading.

HELPS AND HINDERS WALL: Post up high on an empty wall, two sheets of color paper with the word HELPS and HINDERS, divide with blue tape. See sample below:



FLIP CHARTS: Place listed headings about 10 pages behind the cover page. Mark the location with a small post-it on the edge of the page.

- How do adults learn outside of class? (Stand 1)
- What are characteristics of adult learners? (Stand 2)

PARTICIPANT GUIDE:

- ✓ Agenda
- ✓ Characteristics of the Adult Learner
- ✓ Self-Assessment Form
- ✓ Four Types of Learning Styles
- ✓ Pre-training Analysis Form
- ✓ Guide to Adult Learners Template
- ✓ Train the Trainer Goal & Objective

Train the Trainer: The Adult Learner

Instructor's Guide

Module Length: 225 min

Time remaining: 225 min

This section: 35 min (7 slides)

Section start time: _____

Section End Time: _____



DO	SAY	Materials Needed
<div data-bbox="42 442 150 542"></div> <p>REVIEW slides</p> <div data-bbox="42 556 150 656"></div> <p>INDIVIDUAL ACTIVITY</p> <div data-bbox="42 671 150 771"></div> <p>WRITE</p> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words:</p> <p>Let's get to know each other better and find out about what you like about teaching and learning. Posted around the room are headings of different teaching techniques or tools. Before you get too comfortable in your seats please get up and visit each station.</p> <p>INSTRUCTIONS:</p> <ul style="list-style-type: none"> • Visit each station with the headings of different teaching techniques or tools. • Take a post-it from beneath each heading if you like technique or tool and write it down • After visiting all stations, stand under the heading that is your favorite. • Give us your first name and read each post-it you collected. <p>Instructions continued on next page. Do Not Advance - Continued</p>	<p>✓ PPT slide 3</p> <div data-bbox="1541 528 1854 763"> </div> <p>✓ Headings ✓ Post-It Notes</p>

Train the Trainer – The Effective Instructor

Instructor's Guide



Icons Used In This Guide



REVIEW slides



INDIVIDUAL ACTIVITY



ASK



WRITE



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SMALL GROUP ACTIVITY



REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	15 Minutes
2	Effective Instructors	20 Minutes
3	Teaching Methods	25 Minutes
4	Environment Preparation	15 Minutes
5	Presentation Skills	10 Minutes
6	Presentation Practice	140 Minutes
7	Individualized Instruction	40 Minutes
8	Summary	5 Minutes
Total Time:		270 Minutes

Train the Trainer – The Effective Instructor

Instructor's Guide

Overview

Purpose The purpose of this module is to:

Provide the participant general knowledge of effective teaching methods and to provide guidance for best practices used by effective instructors during a practice presentation.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Demonstrate basic instructional skills, including presenting content, answering questions, leading lively discussions, managing audio visual aids, and monitoring class time and flow
- List characteristics of an effective instructor
- Describe advantages and disadvantage of common teaching methods for the adult learner
- Create a pre-training checklist to aid instruction
- Identify instructor behaviors that enhance the learning environment
- Identify challenges to instruction, and list potential resolutions
- Co-facilitate a 10-minute presentation, using at least two different teaching method

- Practice giving and receiving feedback
- Demonstrate a teaching method or use of an unfamiliar teaching tool while receiving individualized instruction

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Paper
- Index cards (Teaching Methods)
- Flip charts
- Participant Guide: Characteristics of Effective Instructors, Co-Facilitating: The Do's and Don'ts, Teaching Methods: Purpose and Pros and Cons, Instructor Pre-Training Checklist, Trainer's Tips and

Optional

Tools You may also want the following for optional activities:





- Chalk board with chalk, large paper with marker, etc.
- Internet connection

Train the Trainer – The Effective Instructor

Instructor's Guide



Module Length: 270 min Time remaining: 255 min This section: 20 min (6 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div style="display: flex; flex-direction: column; gap: 10px;">  REVIEW slide  CLASSROOM ACTIVITY  ASK </div> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words: <i>Lead a brainstorming session on what characteristics, qualities, approaches, teaching techniques effective instructors possess.</i> <i>List participant responses on a flip chart.</i> Advance</p> <p>TEACHING MOMENT ASK: What type of group discussion would say we just had? And what was the purpose? <i>Answer: Brainstorming; gather variety of ideas from all participants</i></p> <p>Great work. You can find more ideas on Characteristics of Effective Instructors in your Participant Guide. Let's take a look at it and check off items on the flip chart/white board that we developed. Continued</p>	<p>✓ PPT slide 9</p>  <p>✓ Flip Chart ✓ Characteristics of Effective Instructors</p>

Train the Trainer – Teaching Tools & Demonstrations

Instructor's Guide



Icons Used In This Guide



REVIEW slides



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REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	15 Minutes
2	Courseware	80 Minutes
3	Instructor Demonstrations	170 Minutes
4	Practice Teaching Preparations	145 Minutes
5	Summary	10 Minutes
	Total Time:	420 Minutes

Train the Trainer – Teaching Tools & Demonstrations

Instructor's Guide



Overview

Purpose The purpose of this module is to:

Provide the participant with the opportunity to observe classroom and lab-based teaching demonstrations using Elevator-Escalator Consortium training materials and courseware.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Describe the sections of The EI-Es Consortium teaching materials, including the Instructor Guide, PowerPoint and Participant Guide.
- Describe how The Consortium's teaching materials are used in tandem
- Describe how The Consortium's teaching materials enhance learning
- Identify observed teaching methods
- Describe the type of learning style(s) each observed teaching methods addressed
- List the type of communication skills used during the demonstrations to engage participants

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Access to lab or equipment
- Butcher paper, cover Gagne's Events poster
- Participant Guide: 213 Instructor Guide, Instructor Guide Quiz, 213 Participant Guide
- Post-Its Titled: Module 1: General Safety Procedures, Module 3: Electric Traction Elevators & MRL Elevators, Module 4: Door Systems

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection

Train the Trainer – Classroom-Based Practice Teaching

Instructor's Guide



Module Length: 465 min

Time remaining: 465 min

This section: 15 min (9 slides)

Section start time: _____

Section End Time: _____

Activity	Duration
<ul style="list-style-type: none"> Review Today's Goal and Objectives Pair 1 Set-Up 	15 minutes
<ul style="list-style-type: none"> Pair 1--Classroom-based practice teaching Evaluation: Self-Assessment / Peer & Instructors Feedback 	50 minute-Practice 25 minute-Evaluation
Pair 2 Set-Up	15 minutes
<ul style="list-style-type: none"> Pair 2--Classroom-based practice teaching Evaluation: Self-Assessment / Peer & Instructors Feedback 	50 minute-Practice 25 minute-Evaluation
Pair 3 Set-Up	15 minutes
<ul style="list-style-type: none"> Pair 3--Classroom-based practice teaching Evaluation: Self-Assessment / Peer and Instructors 	50 minute-Practice 25 minute-Evaluation
<ul style="list-style-type: none"> Pairs prepare for lab based practice teaching 	2 hours, 45 minutes

Train the Trainer – Lab-Based Practice Teaching

Instructor's Guide



Icons Used In This Guide



REVIEW slides



INDIVIDUAL ACTIVITY



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SMALL GROUP ACTIVITY



REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	30 Minutes
2	Lab Practice Teaching Pair 1	45 Minutes
3	Lab Practice Teaching Pair 2	45 Minutes
4	Lab Practice Teaching Pair 3	45 Minutes
	Total Time:	210 Minutes

Train the Trainer – Lab-Based Practice Teaching

Instructor's Guide



Overview

Purpose The purpose of this module is to:

Provide the participant with the opportunity to practice teach a lab-based segment of an Elevator-Escalator Consortium module with a co-facilitator. The participant will also complete self-assessment and receive peer evaluation.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Demonstrate basic instructional skills, including presenting content, answering questions, leading lively discussions, managing audio visual aids, and monitoring class time and flow
- Use the Elevator-Escalator Consortium teaching materials, including the Instructor's Guide, and PowerPoint
- Conduct a lab segment of an Elevator-Escalator Consortium module with a co-instructor.
- Use communication techniques that engage learners and fosters learning
- Set up a lab to create a positive learning environment

Materials

Mandatory

Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Participant Guide: Peer Feedback Form
- Access to lab, simulator or out of service elevator

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection



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For Transit Elevator/Escalator Consortium Use Only!

Train the Trainer – Field Trip Practice

Instructor's Guide



Icons Used In This Guide



REVIEW slides



INDIVIDUAL ACTIVITY



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REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	15 Minutes
2	Field Trip: Best Practices	45 Minutes
3	Conducting a Field Trip	180 Minutes
4	Summary	15 Minutes
	Total Time:	255 Minutes

Train the Trainer – Field Trip Practice

Instructor's Guide

Overview

Purpose The purpose of this module is to:

Provide the participant with the opportunity to participate in a field trip and develop best practices for this teaching method.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Conduct a field trip.
- Identify best practices conducting for a field trip.
- Use communication techniques that engage learners and fosters learning

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Course book
- Pencils
- Participant Guide: Demonstrate a Skill Checklist
- Flip Chart: Field Trip Best Practices

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection
- Lab, simulator or out of service elevator

Train the Trainer – Field Trip Practice

Instructor's Guide



Module Length: 255 min Time remaining: 240 min This section: 45 min (3 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <p>REVIEW slide</p> </div> <div style="display: flex; align-items: center;"> <p>ASK</p> </div> <div style="display: flex; align-items: center;"> <p>WRITE</p> </div> </div> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words:</p> <p>Field Trip Checklist</p> <p>Create a Field Trip Checklist that you can use to make sure your participants get the most out of your next class field trip. Here's a helpful hint:</p> <p>Note that when field trips are included or suggested in the Instructor Guide, it lists the objectives for the specific field trip. That's a good starting point for your checklist. So, be sure to include objectives on your checklist. Now complete the rest of the items. You have 15 minutes.</p> <p>Call time.</p> <p>Have each participant share their checklist.</p> <p>Continued</p>	<ul style="list-style-type: none"> ✓ PPT slide 7 <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> ✓ Paper Pencils



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For Transit Elevator/Escalator Consortium Use Only!

Train the Trainer – Evaluations

Instructor's Guide



Icons Used In This Guide



REVIEW slides



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Multimedia



SMALL GROUP ACTIVITY



REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	10 Minutes
2	Instructor Challenges & Solutions	20 Minutes
3	Post Training Analysis	30 Minutes
4	Course Evaluation	45 Minutes
5	Individual Assessment	60 Minutes
6	Summary	15 Minutes
	Total Time:	180 Minutes

Train the Trainer – Evaluations

Instructor's Guide

Overview

Purpose The purpose of this module is to:

Provide the participant with the opportunity to practice teach a lab-based segment of an Elevator-Escalator Consortium module with a co-facilitator. The participant will also complete self-assessment and receive peer evaluation.

Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Demonstrate basic instructional skills, including presenting content, answering questions, leading lively discussions, managing audio visual aids, and monitoring class time and flow
- Use Elevator-Escalator Consortium teaching materials, including the Instructor's Guide, and PowerPoint
- Conduct a lab segment of a Elevator-Escalator Consortium module with a co-instructor
- Use communication techniques that engage learners and fosters learning
- Set up a lab to create a positive learning environment

Materials

Mandatory Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Flip Chart: Day by Day Topics
- Participant Guide: Self-Assessment Form, Post-Training Analysis, Evaluation Form, Rubric
- Train the Trainer Instructor Guides

Optional

You may also want the following for optional activities:

- Chalk board with chalk, large paper with marker, etc.
- Internet connection

Train the Trainer – Evaluations

Instructor's Guide



Module Length: 180 min

Time remaining: 180 min

This section: 30 min (6 slides)

Section start time: _____

Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="48 464 164 571" data-label="Image"> </div> <div data-bbox="173 485 270 528" data-label="Text"> <p>ASK</p> </div> <div data-bbox="48 585 164 699" data-label="Image"> </div> <div data-bbox="173 599 425 685" data-label="Text"> <p>CLASSROOM ACTIVITY</p> </div> <div data-bbox="19 785 444 842" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words: <i>Ask for a volunteer to lead this 30-minute group discussion on the challenges and possible solutions to instructional challenges faced or witnessed in previous training settings.</i> Advance ASK: What are challenges an instructor may face during a training session? Advance INSTRUCTIONS: Advance</p> <ul style="list-style-type: none"> Describe a situation you faced as an instructor or observed as a participant in a training session. <p>Advance</p> <ul style="list-style-type: none"> Offer suggestions on how to deal with the challenge. <p>Advance</p>	<p>✓ PPT slide 6</p> <div data-bbox="1535 528 1854 763" data-label="Image"> </div>

Train the Trainer – Evaluations

Instructor's Guide

Module Length: 180 min


Time remaining: 15 min

This section: 15 min (2 slides)

Section start time: _____

Section End Time: _____



DO	SAY	Materials Needed
 <p>CLASSROOM ACTIVITY</p> <p>Instructor's Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>In your own words: <i>Conclude course.</i> <i>Advance</i></p>	<p>✓ PPT slide 12</p> 