



# Kognitif Master Classes

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**Kognitif**   
Coaching

2014

**EVERYTHING YOU NEED FOR YOUR TRAINING TO SUCCEED**

*Five intensive training modules targeting core training design, development and facilitation skills*

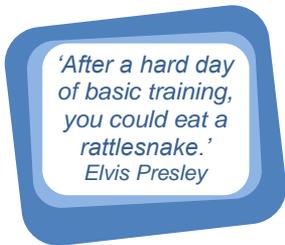
# Purpose of the Master Class modules

The five master class provide quick, intensive training on specific training and presentation skills. Each module is based on careful research over many years, and addresses a common issue or opportunity for improvement in workplace training.

## Who are they for?

The modules are for trainers, instructional designers and presenters. Whether you're new to training or you have experience, you'll find each module entertaining, full of practical advice and immediately useful.

## What do they cover?



The modules provide an intensive session on five core training skills. The skills have not been chosen at random; they address common issues found in business and system training. You can choose the module that is most relevant to you, or do the lot, whatever suits you.

The modules will prompt your thinking, suggest solutions to explore and refer you to helpful information and samples that you can look up in your own time. If you have a specific area that you'd like to know more about, these modules are a great place to start.

## Are more modules on the way?

Yes. If you sign up to our newsletter at [www.kognitif.com.au](http://www.kognitif.com.au) we will update you on each new master class as it becomes available. If you like the format and you can also request a specific module. And remember, as a Presenter Pack member, you'll be able to pick up free templates, checklists and other offers as and when they're available.



## ***The modules (cont)***

### **Module 2: How to write learning objectives**

Writing a set of learning objectives is a great place to start any training project.



Once written, you'll have a firm foundation – you'll know who should attend the training, what they'll need to be shown or taught, and how you'll be able to determine whether they've learnt it.

In this one hour session we look at the art of writing effective learning objectives, how to make them 'measurable', what words to use and words to avoid. Most of all, we'll demonstrate how writing a good set of learning objectives can save you a lot of time down the track!

At the end of this module you should be able to:

1. Define what a learning objective is
2. Explain why it's important to write learning objectives
3. Describe the characteristics of effective learning objectives
4. Describe what often happens when learning objectives are omitted or are inadequate
5. Explain how learning objectives can save design and development time.

**Method:** Self-paced learning module, containing theory, examples and optional exercises

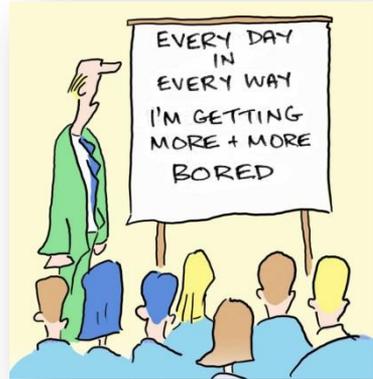
**Media:** All materials you need to complete the module are downloadable from a link that will be provided upon successful enrolment. Hardcopies of materials are not provided; if you wish to print the materials you can do so yourself.

## The modules (cont)

### Module 3: How to present a class

The most experienced facilitators say it takes plenty of practice and coaching - and sometimes painful feedback - to develop and maintain effective presentation skills.

In this one hour session we start the process, with some simple techniques for managing nerves, engaging with participants, guiding discussions, and managing group dynamics. It's a very specific class, but the techniques are tried and true, and easy to learn; once you know them you'll remember them when you're next in front of a class.



At the end of this module you should be able to:

1. Control your nerves
2. Engage with your audience
3. Keep to your agenda and session plan
4. Lead discussions

"The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates.

The great teacher inspires."

- William Arthur Ward

**Method:** Self-paced learning module, containing theory, examples and optional exercises

**Media:** All materials you need to complete the module are downloadable from a link that will be provided upon successful enrolment. Hardcopies of materials are not provided; if you wish to print the materials you can do so yourself.

## ***The modules (cont)***

### **Module 4: An Hour of Power (Point)**

Love them or hate them, PowerPoint slides are by far the most popular visual cues used in classroom training, certainly in the business world.



How many times have you seen slides used as scripts or suffered so-called 'death by PowerPoint'? It happens all too frequently.

When slides are used correctly, however, they're very effective.

This practical one hour workshop covers the most common traps to avoid when preparing PowerPoint presentations for training purposes.

It brings together core principles from three disciplines: instructional design, graphic design and education theory to demonstrate how to design and use effective slides in your training.

At the end of this module you should be able to:

1. Describe five common errors to avoid when developing slides for training purposes
2. Explain how slides can be used effectively as visual cues
3. Explain how adult learning principles apply to the use of slides in training
4. Explain how colour, fonts, and the alignment of content on a slide can impact on comprehension.

**Method:** Self-paced learning module, containing theory, examples and optional exercises

**Media:** All materials you need to complete the module are downloadable from a link that will be provided upon successful enrolment. Hardcopies of materials are not provided; if you wish to print the materials you can do so yourself.

## ***The modules (cont)***

### **Module 5: How to assess and evaluate training**

Ok, hands up if you've handed in a feedback sheet at the end of training and been generous with your rating, just so you can get out of the room? Got your hand up? If you have, you're not alone.

Even if you're more responsible, feedback provided at the end of a course is notoriously unreliable as an indicator of a course's effectiveness. Assessing the effectiveness of a course should be part of a process, not a one-off event. Setting up this process is a critical skill, helping establish whether core concepts have been remembered or can be applied back at the workplace.

In this one hour workshop we look at different techniques for evaluating the effectiveness of training. Using real scenarios, you will practice applying those techniques to different situations and determine the best approach for your organisation or training course.



At the end of this module you should be able to:

1. Describe five techniques for assessing and evaluating the effectiveness of training
2. Match the techniques to suitable or typical situations
3. Describe how learning objectives can be measured after training has been delivered
4. Explain what is meant by 'embedding' learning, and different embedding techniques

**Method:** Self-paced learning module, containing theory, examples and optional exercises

**Media:** All materials you need to complete the module are downloadable from a link that will be provided upon successful enrolment. Hardcopies of materials are not provided; if you wish to print the materials you can do so yourself.

# Catalogue

<b>MODULE 1</b> How to Analyse Training Needs Price: AUD \$149.95 GST: AUD \$14.99 Total: AUD \$154.94 Item #: 2130401 Type: Self-paced module downloadable from website License: 1 user	<b>MODULE 2</b> How to write learning objectives Price: AUD \$149.95 GST: AUD \$14.99 Total: AUD \$154.94 Item #: 2130402 Type: Self-paced module downloadable from website License: 1 user
<b>MODULE 3</b> How to present a class Price: AUD \$149.95 GST: AUD \$14.99 Total: AUD \$154.94 Item #: 2130403 Type: Self-paced module downloadable from website License: 1 user	<b>MODULE 4</b> An Hour of Power (Point). Price: AUD \$149.95 GST: AUD \$14.99 Total: AUD \$154.94 Item #: 2130404 Type: Self-paced module downloadable from website License: 1 user
<b>MODULE 5</b> How to assess and evaluate training. Price: AUD \$149.95 GST: AUD \$14.99 Total: AUD \$154.94 Item #: 2130405 Type: Self-paced module downloadable from website License: 1 user	<b>WANT INTERACTIVE COACHING?</b> Subscribe to our 6-month Training Clinic at: <a href="http://www.kognitif.com.au/kognitif-training-clinic/">www.kognitif.com.au/kognitif- training-clinic/</a> Price: AUD \$597.00 + GST Or \$107.00 + GST per month License: 1 user for 6 months

## Interested in a comprehensive Train the Trainer workshop?

Visit [www.kognitif.com.au](http://www.kognitif.com.au) or request a brochure by email: [info@kijo.com.au](mailto:info@kijo.com.au). We run public programs or can customise a course specifically for you, just ask us.

Order any of these modules online at [www.kognitif.com.au](http://www.kognitif.com.au) or complete the order form on the following page and mail or fax it to us.

### Got a question?

Freecall us on 1800-907-929 (Australia only)

# Order Form

Last Name \_\_\_\_\_

First Name/s \_\_\_\_\_

Address \_\_\_\_\_ Apt./Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Method of payment  Check  VISA  MasterCard

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

\_\_\_\_\_  
Signature

Item No.	Price	Qty.	Amount
<b>Subtotal</b>			
<b>GST (Australia only)</b>			
<b>Total</b>			



Three easy ways to order:

- Visit us on the Web: [www.kognitif.com.au](http://www.kognitif.com.au)
- Fill out the order form and mail it to us
- Freecall us on 1800 907 929 (Australia only)

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