

DRAFT GCPTA INSTRUCTOR / TRAINER WORKSHOP

Workshop / Activity Table

Workshops

Time Slot	Track	Title	Facilitator	Room	Host
Wednesday			ALL TENTATIVE		
9:25	Presentation Skills	Preparation for Delivering Training – Lesson Plans			
	Instructional Design	Instructional Design Overview			
	General	Safety Training – Make it Effective	Dr Jeff Oakley		
10:50	Presentation Skills	Controlling the Learning Environment			
	Instructional Design	Effective Analysis			
	General	Hands-on / OJT Instruction Done Right			
1:15	Presentation Skills	Use of Audio / Visual (PowerPoint tips)			
	Instructional Design	Designing Training to Hit the Target			
	General	Use of Simulators in Training			
Thursday					
8:50	Presentation Skills	Making Instruction Interactive			
	Instructional Design	Developing Training Materials			
	General	Writing Effective Emails	M. Collins		
1:00	Changed to vendor time				
Friday					
10:00	Presentation Skills	Evaluating Student Understanding – On-going			
	Instructional Design	Training Evaluation & Tests			
	General	Enhance Learning Using Experiments			

Possible presenters: Kathy Foster – Marathon, Tom Butz – TPC, Robert Walters – AntiEntropics, Dave Young – Simtronics, Susanne Mathis – TSR, Robin – TDS,

Discussion Groups & Best Practice Ideas

Time Slot	Target Audience	Topic	Expected Outcomes	Facilitator	Room	Report
Wednesday						Wed 4:15
2:40	Plant Trainers	Post-hire training	Sharing of ideas/practices for taking PTEC grads (entry level) to competent operator level			
	College Instructors	Student Retention thru improved instruction	Sharing of ideas/practices for positive impact on retention			
	General	Improving Internships	Sharing of ideas/practices to make internships more effective			
Thursday						
10:30	Plant Trainers	ASTD Competency Model	Clarify personal development for delivering learning and affecting performance			Thur 3:45
	College Instructors & Program Directors	Skills development programs for instructors	Sharing of ideas/practices to enhance teaching skills of PTEC instructors			
	Adjunct Instructors	Logistics of being the Part-time Instructor	Sharing of problems & solutions to improve the effectiveness of adjunct instructors			
2:30	Plant Trainers	Using PTEC Materials	Ideas – PTEC materials for training incumbent operators			Thur 3:45
	Off-shore trainers	Off-shore training	Best Practices & Resources			
	College Instructors & Program Directors	Improving retention by raising the level of student interaction	Compare & contrast looking for activities that engage students in more participative learning			

Friday						
11:25	All	Next Conference Input	Member input on location, content, & timing			Fri 12:30
Other topics		Making Learning Fun & Interesting				