



## Jump Start Your Training or Instructional Design Career

### Workplace Learning & Performance Institute – Offered by the Chicago Chapter of the ASTD

Are you looking for formal instruction in the training or instructional design field? Are you a trainer or designer thinking about best practices, the correct



approach to needs analysis, or effective evaluation methods? Perhaps you are new to the field and desiring knowledge about standard models and techniques used to develop worthwhile training. Perhaps you would like to develop a network of peers in the field. If so, the Workplace Learning & Performance Institute is for you.

This seven-module course runs over an eight-week period (Fridays or Saturdays.) The curriculum contains key components of ASTD's workplace learning and performance model. To be effective, it is important for professionals in the field of learning and performance to know and apply methods and techniques in instructional design, facilitation, human performance improvement, blended learning, and evaluation. Each week, you will learn and receive useful tools, practical exercises and hands-on training from experts in each topic. In addition, you will be assigned a Project Coach with industry experience and expertise. Your Project Coach will provide you with guidance and feedback while you develop a final project. After completing all seven sessions and the final project, you will receive a certificate of completion and 30 credit hours of PHR or SPHR recertification.

“ The opportunity to network with others in the field was phenomenal. And doing the final project and presenting it to my class was a great opportunity to get feedback from people working in a broad spectrum of industries. ”

–Ken Morrison, Market Training Manager, Dunkin Brands

#### Who should attend?

- People looking to break into the field
- Trainers and/or Instructional Designers with little formal education or experience
- People looking to network with peers and experts in the field of learning and performance

#### What will you learn?

- Current learning and performance techniques, models, and methods
- Appropriate uses for e-learning
- Needs analysis techniques for diagnosing organizational problems
- Diagnostic tools to determine best approach for training
- Levels of measurement and evaluation
- Delivery/facilitation techniques
- Methods for developing training materials





## Course Sessions

You can choose to attend all 7 sessions or select which sessions would supplement your current knowledge base and experience. The topics include:

- 1.) Workplace Learning and Performance Profession
- 2.) Human Performance Improvement (HPI)
- 3.) Designing Learning
- 4.) Blended Learning and Materials Development
- 5.) Delivering Training
- 6.) Measurement and Evaluation
- 7.) Final Project and Certificate

## Great Value for the Investment

The Workplace Learning & Performance Institute is offered by the CCASTD at various times throughout the year. Please visit the CCASTD website, [www.ccastd.org/wlpi.html](http://www.ccastd.org/wlpi.html), for more information about course content, pricing, and to register for this affordable, hands-on program!

- ▶ Onsite sessions at your location and for your organization can be arranged.

## About CCASTD

CCASTD is a professional development organization where members network to increase their knowledge about workplace learning and performance. The organization hosts monthly workshops on hot topics, networking events, and a job bank, in addition to the Workplace Learning & Performance Institute.

For more information, visit us on the web at [www.ccastd.org/wlpi.html](http://www.ccastd.org/wlpi.html)

