



ChildCareEd

Providing a World of Learning



18-hour Train the Trainer Review

Submitted By:

Reviewed By:

To complete this course, participants must complete the following:

- Completion of 18-hour online self-paced course and 80% or higher:
- An outline of a Core of Knowledge (CKO) training topic including an overview, objectives, and summary statement with two key points. (see attached template)
- A 15-minute training presentation.

Training presentation instructions:

- To complete the training presentation assignment, participants must develop a PowerPoint presentation on a topic of their choice.
- Participants are required to record a video of themselves presenting the PowerPoint.
- Presentations will be graded on organization, content, and presentation of the training.

Rubric

Scoring is numerical: 0,3,4,5 (5 being the highest)

The organization of the training includes the PowerPoint presentation, training proposal, and any other accompanying training documentation.

- Written materials including handouts, PowerPoint slides, trainer note pages, planning template, etc., use quality writing, grammar, spelling, and mechanics. **Score**
- Maintains consistency within the training proposal: description, learning objectives, content, and methods are highly consistent with one another. **Score**
- Specifies realistic and measurable learning objectives: All of the learning objectives are realistic and written in measurable terms. **Score**
- Resources cited are reputable, published within 5-7 years, and appropriate for use as the foundation of training content. **Score**
- Timeline allows adequate time for content, activities, assessment, and evaluation (excluding breaks). **Score**

The content of the training includes the information the trainer will present to learners, as well as the training title, description, and objectives.

- The training description clearly explains the content of the training, the need for the training, and the benefits to the participants. **Score**
- The training title uses strength-based language and appropriately refers to the subject of the training. **Score**
- Training proposal provides sufficient information specific to training content and objectives. **Score**
- Learning objectives and methods to measure learning are clearly addressed in the content. **Score**
- Addresses special needs such as adaptations, modifications, inclusionary practices, person first language, and ADA guidelines for both the participants and the population they serve. **Score**
- Content addresses cultural sensitivity and diversity for both the participants and the population they serve. **Score**
- Addresses housing insecurity for both the participants and the population they serve. **Score**
- Matches the targeted Core of Knowledge content area(s). **Score**
- Reflects current national standards/guidelines and best practices. **Score**

The presentation of the training includes the handouts, PowerPoint, visuals, and how the trainer presents the content and engages with participants.

- Provides quality materials and handouts that are appropriate and user-friendly, look professional, and have appropriate reference information. **Score**
- Connects training content to practical application. **Score**
- Methods of Delivery: Methods clearly reflect a variety of learning styles, methods are clearly appropriate for adult learners, and methods clearly promote active learning. **Score**
- The presenter provides explicit explanation and illustration of the specific content knowledge and practice(s) to be learned. **Score**
- The learning objectives are clearly explained to participants. **Score**
- The content can easily be understood and adapted to the needs and level of the audience. **Score**

Total score:

Notes:

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Training Outline Template

Title of Training:

Description of Training:

Core of Knowledge Content Area(s) & Hours:

- Child Development
- Curriculum
- Health, Safety & Nutrition
- Special Needs
- Professionalism
- Community

Bibliography/References and Resources (A minimum of three (3) current and valid sources):

Training Objectives:

*Indicate Special Needs (SN), Cultural Sensitivity (CS), and/or Housing Insecurities (HI) where addressed.

OBJECTIVE (List number from above)	*SN *CS *HI	TIME	CONTENT OUTLINE	PRESENTATION METHODS	HANDOUTS/MATERIALS (Include correlating slide number)

OBJECTIVE (List number from above)	*SN *CS *HI	TIME	CONTENT OUTLINE	PRESENTATION METHODS	HANDOUTS/MATERIALS (Include correlating slide number)