



Program Director
Marilyn Laiken, PhD

Masters Certificate in Adult Training and Development

Find Out More Today!

Visit seec.online/11370

1. Watch a brief **video introduction** by Program Director Marilyn Laiken.
2. Join Marilyn for a **free 1-hour online information session**. Once you register, you will be sent your login details.
3. For **program content related questions**, ask Marilyn directly:
Tel: 416.736.5079
Toll free: 1.800.667.9380
e-mail: [mlaiken@schulich.yorku.ca](mailto:milaiken@schulich.yorku.ca)

Participant Profile

The *Masters Certificate in Adult Training and Development* program will be of particular value **to anyone in any organizational sector** who is responsible for designing, developing and implementing – as well as providing and delivering – training to others, including:

- Managers
- HR professionals
- Coaches
- Organization Development Professionals
- Workplace educators of all kinds

It will also greatly benefit **anyone considering transitioning to this important and dynamic field.**

Unique Program Features and Benefits Include

- The program features a learner-centred approach and provides an excellent balance between theory and practice
- You will have the opportunity to work with and learn from currently practising master facilitators, with experience across the public, private and not-for-profit sectors.
- Limited class size allows you to collaborate with and draw upon the expertise and experience of other program participants and learning professionals.
- The five core modules are designed to provide an in-depth learning experience with maximum possible scheduling flexibility.
- The program design respects a variety of learning styles and the need for adult learners to not be burdened with extra work between modules.

Practicum

The choice of 1 of 3 rigorous practicum options provides an opportunity to apply everything you have learned in a real-world situation of your selection. Individual coaching and mentoring by faculty provides the support needed to make the Practicum a uniquely valuable learning experience.

Certificate Options & Registration Details

1. **Masters Certificate**
Modules 1 - 5 (14 days) + Practicum
\$7,950 CDN + applicable taxes
2. **Masters Certificate (Advanced Standing)**
Modules 1 - 5 + Module 6 or 7 (17 days) + Practicum
\$9,450 + applicable taxes
3. **Masters Certificate (Advanced Standing with Distinction)**
Modules 1 - 7 (20 days) + Practicum
\$10,950 + applicable taxes

A limited number of stand-alone enrolment spots are available in Modules 1 - 5.
Module 1: \$1,995 + applicable taxes
Modules 2 - 5: \$2,395 + applicable taxes

Program Location & Time

The Miles S. Nadal Management Centre,
222 Bay St., 5th Floor, Ernst & Young Tower,
Toronto, Ontario M5K 1K2

Sessions run: 9:00 a.m. - 5:00 p.m.

- Fee includes program tuition, teaching materials, lunches and refreshments.
- A deposit of \$1,000 CDN is required to secure your place in the program.
- Full program fee is payable prior to start of program.
- SEEC's liability is limited to reimbursement of paid tuition fee.
- Contact us about tuition payment plans
- Modules, speakers, topics, dates, fees, and locations are subject to change.

Optional Accommodations

Participants receive a special corporate rate at the Fairmont Royal York Hotel. For details please visit the **Contact and Locations** section of our website.

Administrative Inquiries

Tel: 416.736.5079 | Toll Free: 1.800.667.9380
e-mail: exceedinfo@schulich.yorku.ca



Schulich
School of Business
Executive Education Centre



To reserve your spot
visit us online today:
seec.online/11370



- Advanced standing Masters Certificate options available

Masters Certificate in **Adult Training and Development**

Design, develop and deliver more effective workplace training programs.

Program Insights Include:

Effectiveness is tied to the ability to recognize, understand and simultaneously manage factors both inside the learner and outside in the learning environment.

Learner-centred facilitation and experiential techniques increase interest, motivation and accountability among participants.

Skills to incorporate classroom design principles, best practices and facilitation techniques into virtual training.



Effective training programs for adults in the workplace don't happen automatically.

Implementation requires a balance of theory and practice.

Business leaders have long recognized that upgrading their employees' skills – giving them the tools they need to excel – helps achieve their organization's business goals. **By cultivating capable employees, an organization helps guarantee its own success.** While new employees and those in evolving business roles need training the most, today's fast-changing competitive business environment means that **all employees must keep abreast of the latest developments if they are to remain responsive to clients' needs.** When each employee is a developing employee – supported to be the best they can be – they feel valued and motivated to do their job well.



Effective adult education in the workplace is student-centred learning.

Unlike traditional teacher-centred learning where an expert instructor stands in front of a class lecturing, **student-centred learning puts adult participants front and centre. With student-centred learning, the instructor facilitates interactive experiences** among pairs and small groups, and enriches the learning environment by creating the opportunity for students to be much more responsive to each other, and dig into the material by sharing their experiences to the benefit of everyone in the cohort.

Adult instruction balances what goes on inside and outside the learner.

Learners come with a whole host of differences such as learning style, cultural background and motivation. A good teacher needs to be **sensitive to these differences and take them into account** in the design and delivery of the curriculum. **This has to be balanced with the creation of an environment conducive to learning.** It should make participants feel safe and comfortable, and reinforce and validate them by furnishing a chance to express their opinions and connect their lived experiences what is being taught.



Masters Certificate in Adult Training and Development

The Masters Certificate in Adult Training and Development was developed to provide both **leading edge research and practical experience in the education of adult learners in the workplace.** The training function in organizations across sectors has become increasingly critical for organizational agility and responsiveness to client needs. **Well-educated facilitators are key to the success of these training programs.**

This program helps to **develop all of the essential competencies required to function as a professional in the teaching of adult learners in the workplace.** It was developed at the graduate level in response to expressed needs of Masters degree students, who felt that an introduction to adult learning principles needed to be **complemented by hands-on experiential practice in the skills of teaching adult learners.**

The program promises to expose learners to all of the core theory and practice of the training field, in order to develop professionals who not only **understand why they are teaching in certain ways, but also are able to skillfully apply this understanding** to their actual behaviour on the job.

Key Take-Aways

- Understanding the Adult Learner and their specific needs
- Competence in needs assessment and program evaluation to insure that the learning meets those needs
- The ability to design a program using best practices based on adult education principles, whether face-to-face or virtually
- The ability to make up-front presentations that are lively and effective in conveying content
- The ability to facilitate a classroom group in a way that addresses the important and complex dynamics of group learning
- The ability to apply all of the above skills in a virtual learning environment

■ Overview of Course Modules

See **Certificate Options on back page for required modules.**

Participants have 3 years to complete a 5 or 6-module Certificate, and 4 years for a 7-module Certificate. All Certificates require completion of the Practicum. The modules may be taken in the order that suits participants' scheduling needs, however, they are encouraged to take the modules in order if possible.

Module 1: May 31-June 1, 2017 • October 4-5, 2017

Understanding the Adult Learner

Explore key principles and processes of adult learning and training, with a focus on the participant as an adult learner, assessing trainer competencies, setting personal learning goals and clarifying values.

Module 2: June 28-30, 2017 • November 22-24, 2017

Needs Assessment & Evaluation

Using a simple yet elegant model, you will learn about the factors that affect performance and be able to examine the needs assessment process and how it can be used in a variety of situations.

Module 3: July 12-14, 2017 • January 10-12, 2018

Instructional Design

In this module, you will learn a step-by-step process for designing performance-based training that is relevant, engaging, and grounded in adult learning principles.

Module 4: July 26-28, 2017 • January 24-26, 2018

High Impact Presentations

During this module you will learn why presentation skills matter in today's information-saturated world. Our emphasis will be on in-person presentations, with some reflection on conversion to effective online presentations.

Module 5: September 13-15, 2017 • February 7-9, 2018

Learner-centred Facilitation

This module is designed to set you on the path to becoming a master facilitator. Building on the concepts learned in Modules 1-4, you will be taught the skills to become a learner-centred facilitator.

Module 6: October 18-20, 2017 • February 28-March 2, 2018

Rapid Elearning Design & Development

During this module you will learn all the basic skills required to build elearning courses in Storyline 2. You will gain an understanding of what constitutes excellent virtual design, to engage learners and accomplish learning objectives.

Module 7: September 27, 2017 • March 14, 2018

Learner-centred Virtual Facilitation

This module explores the virtual classroom and the unique facilitation techniques that can be used to make learning most impactful in a virtual setting.

Visit us online to see detailed program content or register:
sec.online/11370



See detailed program content & register