

TRAINING EXCELLENCE SYSTEM™

PROFICIENCY PROFILE & DEVELOPMENT PLAN

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INTRODUCTION

This profile and development plan provides advice on your areas of training proficiency, and the areas which you need to develop to become a high performance trainer. It is based on the analysis of the results obtained from observing you and assessing your skills and competencies against the Training Excellence Diagnostic. The observation and subsequent analysis was undertaken by Training Excellence System's Principal Consultant Tania Tytherleigh, and took place on July 28, 2009.

You were assessed against the six dimensions of the Training Excellence System:

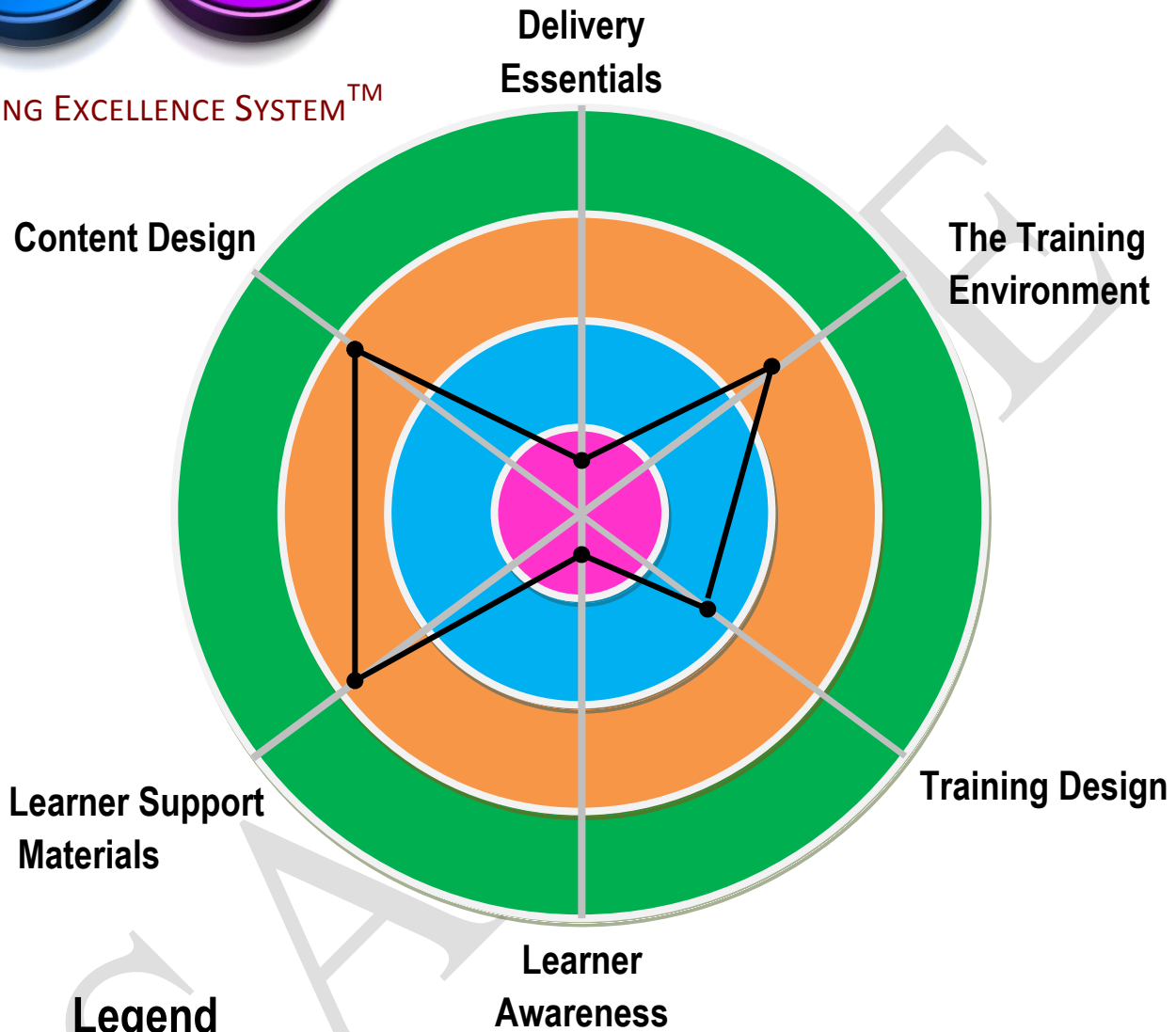
1. Delivery Essentials
2. The Training Environment
3. Training Design
4. Learner Awareness
5. Learner Support Materials
6. Content Design

Each of these interlocking dimensions come together to create a profile for a high performance trainer. This Profile and Development plan outlines the results of the diagnosis of your skills and recommends training interventions for key development areas.



PROFICIENCY PROFILE: JOHN DYSON

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Legend

- | | | |
|--|-----------------------------|---|
| | Level 1
Priority: Urgent | No, or minimal, skills/knowledge demonstrated.
Needs further development. |
| | Level 2
Priority: High | Some skills/knowledge demonstrated.
Needs further development. |
| | Level 3
Priority: Medium | Average skills/knowledge demonstrated.
Further development recommended. |
| | Level 4
Priority: Low | Proficient skills/knowledge demonstrated.
Maintenance development recommended. |

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ANALYSIS:

The following analysis against the 6 Excellence Dimensions is provided for your consideration.

DELIVERY ESSENTIALS DIMENSION – PRIORITY URGENT

The Delivery Essentials Dimension lies at the very core of the Training Excellence System™. This Dimension focuses on all aspects of the face to face trainer's role, including:

- Presence
- Connection
- Style
- Language
- Coaching Skills
- Facilitation Skills

Your assessment in this dimension indicates that there are immediate opportunities for you to develop your skills further in this dimension. It is recommended that you undertake the following learning modules:

- Own the Room – a study of presence and other presentation skills
- Training Styles for Success – understanding and adapting your own training style
- Targeted Language for Targeted Learning – NLP language patterns to really engage your learners
- Trainer as Coach – coaching tools to create insight and embed learning
- Individual consultation sessions in this Dimension are highly recommended

THE TRAINING ENVIRONMENT DIMENSION – PRIORITY MEDIUM/LOW

The Training Environment Dimension examines all aspects of setting up a training environment that maximizes the learning experiences of participants. In particular this Dimension focuses on:

- Training room arrangement
- Appearance and atmosphere
- Housekeeping

Your assessment indicates that you are proficient in the skill set for this dimension. Further development in this area is not a current priority, but a 'refresher' program covering main skill areas is recommended for the future.



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TRAINING DESIGN DIMENSION – PRIORITY HIGH

The Training Design Dimension focuses on the structure and components of training sessions.

In particular this Dimension examines:

- Structure
- Variety
- Evaluations



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Your assessment indicates that you are currently demonstrating skills and knowledge of an average standard in this dimension. In particular, it is recommended that you undertake the following learning modules:

- The Do's and Don't's of Playing Games – creative active learning environments through activities and games you design around your content
- The Curse of the Happy Sheets – designing useful workshop evaluation and feedback forms that double as ongoing learning tools for your learners, and valuable continuous improvement tools for you

LEARNER AWARENESS DIMENSION – PRIORITY URGENT

The Learner Awareness Dimension focuses entirely on the people in your training room. In particular this Dimension examines:

- Knowledge of audience
- Adaptation to learning styles
- Communication Styles
- The principles of adult learning

Your assessment indicates that your level of skills and knowledge in this dimension requires immediate further development. The following Learning Modules are recommended:

- Theories of Learning – an investigation of Gardiner's Multiple Intelligences, Whole Brain Learning, Holistic Learning and Honey & Mumford and the practical applications of these styles
- Communication Skills for Training Professionals – how to communicate effectively, deal with difficult participants and give valuable feedback

LEARNER SUPPORT MATERIALS DIMENSION – PRIORITY MEDIUM/LOW

The Learner Support Materials Dimension targets the quality and design of the learning materials you provide for your learners. In particular this Dimension examines:

- Instructional design principles for print-based learning materials
- Using PowerPoint effectively
- Creativity

Your Proficiency Profile indicates that you are demonstrating skills and knowledge in this dimension at a high level, therefore a refresher or top up approach is recommended to maintain this level of proficiency into the future.

CONTENT DESIGN DIMENSION – PRIORITY MEDIUM/LOW

The Content Design Dimension is all about looking at the way in which the content of the workshop is structured, in particular the logic and flow of its sequence, its suitability to the audience and whether it is achieving the learning outcomes you are targeting.

Your Proficiency Profile indicates that you are demonstrating skills and knowledge in this dimension at a high level, and no immediate development in this dimension is required at this time.





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SUMMARY OF RECOMMENDED DEVELOPMENT SOLUTIONS

Excellence Dimension	Level of Demonstrated Proficiency	Recommended Development Learning Modules	Priority
Delivery Essentials	Novice Trainer	<ul style="list-style-type: none"> ➤ Own the Room – a study of pizzazz and other presentation skills ➤ Training Styles for Success – understanding and adapting your own training style ➤ Targeted Language for Targeted Learning – NLP language patterns to really engage your learners ➤ Trainer as Coach – coaching tools to create insight and embed learning ➤ Individual consultation sessions in this Dimension are highly recommended 	Urgent
The Training Environment	Master Trainer	Refresher – select modules from this suite for future professional development	Low
Training Design	Professional Trainer	<ul style="list-style-type: none"> ➤ The Do's and Don't's of Playing Games – creative active learning environments through activities and games you design around your content ➤ The Curse of the Happy Sheets – designing useful workshop evaluation and feedback forms that double as ongoing learning tools for your learners, and valuable continuous improvement tools for you 	High
Learner Awareness	Intermediate Trainer	<ul style="list-style-type: none"> ➤ Theories of Learning – an investigation of Gardiner's Multiple Intelligences, Whole Brain Learning, Holistic Learning and Honey & Mumford and the practical applications of these styles ➤ Communication Skills for Training Professionals – how to communicate effectively, deal with difficult participants and give valuable feedback 	Very High
Learner Support Materials	Master Trainer	Refresher – select modules from this suite for future professional development	Low
Content Design	Master Trainer	Revisiting content design as needs change in the future	Low