

Train the Trainer

Prioritized List

1. Project Management*
2. Personal communication skills*
 - effective verbal communication
 - effective writing
 - public speaking
3. Creating/developing successful teams*
4. Effective presentations*
 - presentation preparation,
 - developing an effective message
 - improving delivery skills
 - using Power Point & other visuals
 - adult learning methods
 - accommodating different learning styles
5. Web Intelligence (for unique NJEMS reports/needs assessments)**
6. Instructional Design (to provide additional detail on maximizing the effectiveness, efficiency and appeal of instruction and other learning experiences) *
7. Creating e-learning modules (audio/video) using, for example, Adobe “Captivate”***
8. Using Case studies/scenarios in training modules ***

* Available through HRDI

** Available through DEP/OIRM

*** Outside vender