

THE CERTIFICATE PROGRAM IN TRAINING SKILLS

The Certificate Program in Training Skills has been designed to address the need for competent and successful training in the field of social work, human services, human resources and teaching. Topics include Planning Workshops, Using Instructional Techniques for Adult Learners, Group Skills, Interactive and Experiential Teaching Methods, Case and Role-Plays Workshop and Training Needs Assessment and Evaluation. To receive the final certificate, participants will have to complete six required and two electives. New trainers, experienced trainers, training consultants, experts in certain topics who teach others, managers and supervisors who train their own workers and/or make public presentations are invited to attend. Individual workshops may be taken by participants not enrolled in the Certificate Program. To enroll in the program an application needs to be filled out and pay a one time fee of \$20.00. Applications can be requested by calling 732-445-3178.

- Workshop sessions are held from 9:30 a.m. - 3:30 p.m. with one hour for lunch.
- All participants who attend the total number of hours for each workshop will receive Continuing Education hours (CEH) for social workers. Continuing Education Hours for teachers are also available. (#1965)
- For workshop dates and fees, please request our Fall or Spring workshop brochure by calling 732-445-3178.
- On-site workshops can be requested by agencies, organizations, and schools through our Traveling Workshops Program

CORE INSTRUCTORS

Maureen Braun Scalera, L.C.S.W.
Michael Katz, L.C.S.W.
Ada Saperstein, M.S.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS
The School of Social Work
Continuing Education and
Professional Development Program
Rutgers, The State University of New Jersey
Building 4161 • Livingston Campus
100 Joyce Kilmer Avenue
Piscataway • NJ 08854-8045

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
School of Social Work



Certificate Program In Training Skills

Continuing Education and Professional Development Program

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

TRAINING SKILLS COORDINATOR

Ada Saperstein, M.S.
(732) 445-3178 x 152

STAFF

- Richard L. Edwards, Ph.D., *Dean*
- Robert Nolan, M.A., *Associate Dean for Administrativ and Finance*
- Antoinette Farmer, Ph.D., *Associate Dean for Academic Affairs*
- Ada Saperstein, M.D., *Acting Associate Director Continuing Education and Professional Development Program*
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REQUIRED WORKSHOPS (6 DAYS TOTAL)

1. Developing Objectives and Planning the Workshop 5 CEH

- Define Adult Learning Styles and give examples of instructional techniques most effective for each style.
- Develop goals and objectives for a training session.
- Describe the most commonly used instructional methods.
- Develop an outline for an upcoming training session.

2. Creating Effective Training Presentations 5 CEH

- Create specific objectives for the content part of a training session.
- Produce succinct and effective presentations focused on specific learning points.
- Maximize audience interest by developing visual aids.
- Develop confidence in doing dynamic presentations.

3. Working With Case Studies and Role Plays 5CEH

- Describe the importance of the use of case studies and role-plays in training sessions.
- Develop case studies with specific discussion questions to illustrate learning points.
- Discuss ways in which trainers can reduce participant resistance to role-playing.
- Develop a role-play and describe the different steps in using a role-play.

4. Experiential and Interactive Training Methods 5 CEH

- Describe several examples of methods that tap into participants' own experience
- Develop and give examples of methods that give participants a new experience.
- Develop interactive training methods that stimulate application of skills taught.

5. Group Skills For Trainers 5 CEH

- Develop different strategies to include and engage participants.
- List and describe various communication skills trainers use to foster group discussion.
- Describe ways to build group cohesiveness.
- Develop ways to deal with difficult participants.

6. Training Needs Assessment and Evaluation 5 CEH

- List and describe several types of needs assessment and their advantages/disadvantages.
- Demonstrate how to conduct a needs assessment interview.
- Describe 4 levels of training evaluation and various methods to approach each.
- Give examples of effective/ineffective pre/post-test items.

ELECTIVES (2 Days Total)

- Cases/Role Play Practicum
- Advanced Curriculum Development Lab
- Simulation Workshop
- Video Presentation Lab