

COURSE DESCRIPTIONS & DATES

Design and Development of Training Programs (2-day core)

September 13-14, 2010

This workshop explores instructional design strategies as participants learn how to design and develop effective training programs. Participants are taken through a variety of different strategies and step-by-step techniques showing how the design parameters are developed and followed.

Focusing on the Change Leader (2-day elective)

October 27-28, 2010

This session provides the tools to increase interaction effectiveness, to effectively use power and influence, to improve performance, to assess individual strengths and weaknesses, and to transform your team, department and/or organization.

Delivering Training Programs (2-day core)

November 8-9, 2010

This workshop shows participants how to deliver dynamic and interesting training programs. It shows a variety of effective ways to deliver programs ranging from demonstrations to case studies. Participants gain hands-on experience during this interactive workshop.

Trends & Issues (1-day core)

February 16, 2011

This workshop includes a panel discussion with training and development executives. It will explore current issues and trends in human resource development. Moderated by one of the faculty members, the discussion will show how various organizations tackle important and critical issues such as: re-designing or re-engineering the training function, building partnership relationships with key line managers, and delivering just-in-time training to a variety of client needs.

Measuring / Evaluating Training (2-day core)

February 17-18, 2011

This workshop shows participants how to evaluate the training process and calculate the return on investment in a training program. Through the utilization of many examples and case studies, individuals learn how to make training accountable to the organization.

Successful Negotiating (1-day elective)

February 25, 2011

Negotiating is a cornerstone for the training process ranging from one-on-one situations to dealing with other departments or organizations. In fact, negotiating is how business is actually conducted and this training is vital to leading the training effort.

Managing the Training Process (1-day elective)

April 6, 2011

This course will familiarize you with the functions and roles of the training manager. You will learn about the latest technological developments in training and how to select the appropriate technologies for your situations. You will learn how to determine specific needs, plan to meet those needs, and implement effective training programs. The course will cover topics such as: Role of the Training Manager; 30-minute Strategic Plan for Training; Training Management as Project Management: a Simulation; Action Learning in Action; e-Learning; How to Run the Training Operation; How to Manage Outsiders; Supporting Learners on Their Own, and How to Manage Coaching & Mentoring.

Needs Assessment (2-day core)

April 7-8, 2011

This workshop focuses on how to conduct a needs assessment, the beginning point of the training and development process. Participants learn how to use various methodologies to arrive at specific training needs and also learn how to distinguish non-training needs from training needs. Participants will gain hands-on experience with using data collection techniques, analyzing data, and presenting them to management.

Visit our web site at: www.traininganddevelopment.ua.edu or call: (205) 348-4260

Please Rush - Dated Material

Training & Certificate Program

2010 | 2011 Courses

In order to reach as many interested people as possible, a number of mailing lists have been compiled. If you receive more than one copy of this brochure, please share it with an interested colleague.

The University of Alabama is an affirmative action/equal opportunity institution.

REGISTRATION FORM

Brochure I.D. **01910**

For multiple registrations, please duplicate this form. Please submit this entire page for your registration.

Check here if name and address information are correct as shown on mailing label.
 Dr. Mr. Ms. Mrs.

Name	First	Last	M. I.
Preference on Nametag	Social Security # (For Records Only)		
Company/Organization Name			
Company Phone		Company Fax	
Personal Business Phone		Personal Business Fax	
E-mail address		Job Title	
Firm/Organization Size		Approving Manager	
Confirmation Mailing Address			
City		State	ZIP
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Address			
City		State	ZIP

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| <input type="checkbox"/> Transportation & Public Utilities | <input type="checkbox"/> Health Services | |
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FOUR CONVENIENT WAYS TO REGISTER

Mail form and fee to:

Registration Services
 College of Continuing Studies
 The University of Alabama
 Box 870388
 Tuscaloosa, AL 35487-0388



Phone in

registration to:
 (205) 348-3000
 1-866-432-2015 (toll free)



On-line registration available via the internet at:

www.traininganddevelopment.ua.edu



FAX registration form to:

(205) 348-6614

- This confirms my telephone registration.
 This confirms my on-line registration.

REGISTRATION PREFERENCES

Design and Development of Training Programs (2-day Core Course)

September 13-14, 2010 Program #0301910

Focusing on the Change Leader (2-day Elective)

October 27-28, 2010 Program #0310011

Delivering Training Programs (2-day Core Course)

November 8-9, 2010 Program #0300411

Trends & Issues (1-day Core Course)

February 16, 2011 Program #0310711

Measuring/Evaluating Training (2-day Core Course)

February 17-18, 2011 Program #0310811

Successful Negotiating (1-day Elective)

February 25, 2011 Program #0111111

Managing the Training Process (1-day Elective)

April 6, 2011 Program #0310911

Needs Assessment (2-day Core Course)

April 7-8, 2011 Program #0311011

APPLICABLE FEE(S):

\$_____ for _____ registrants at \$795/person per 2-day program.

\$_____ for _____ (3 or more) registrants for the same 2-day program(s) at \$715/person per program (same dates).

\$_____ for _____ registrants at \$405/person per 1-day program.

\$_____ for _____ (3 or more) registrants for the same 1-day program(s) at \$365/person per program (same dates).

_____ CEU Certificate/s at \$10 each (optional)

Note: The University of Alabama is committed to meeting the requirements of the Americans with Disabilities Act. Please enter your request for accommodation by 30 calendar days in advance of program date here: _____

FAX, phone-in and on-line registrations must have credit card number and information.