

## Guidelines for Trainers

The Preschool Enrichment Team strives to provide high quality professional development experiences by being sensitive to various adult learning styles, respecting the need for trainings to be presented in different modalities, and offering trainings that are relevant and research based. We recognize the importance of in-depth, multi session trainings that offer a built in opportunity for educators to connect theory with practice and be able to check back with presenters about that experience.

In an effort to meet the needs of a diverse group of learners and to provide consistency of the expectations of trainers please review the following guidelines for you as a trainer.

1. You are likely to have a wide range of knowledge and experience within your audience. Please plan accordingly.
2. An understanding of adult learners and learning styles must be represented in your training. Course outlines must address how you will plan for accommodations for educators with disabilities.
3. All trainings, no matter of the topic, must include reference to cultural competencies and reference to high needs children.
4. Your audience is likely to contain educators from all types of programs: center-based, family child care, and out-of school time.
5. Your training should provide both interactive and hands-on activities.
6. It is important for all participants to have an opportunity to participate in discussions. At times discussions can veer “off track” or be monopolized by an individual participant. Please have “tools” in place to help re-direct discussions to involve the whole group.
7. Establish ground rules so that all participants feel secure to contribute.
8. Evaluations are provided and required at the completion of the training. You may also distribute your own. Participants are also encouraged to provide feedback directly to PET.

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Signature

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Date